

St. Andrews

PRESBYTERIAN COLLEGE




The Saltire

The Official Student Handbook
of
St. Andrews Presbyterian College

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2007-2008



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THE SALTIRE

**THE OFFICIAL STUDENT HANDBOOK OF
ST. ANDREWS PRESBYTERIAN COLLEGE**

2007-2008

THE SALTIRE

The Saltire is the cross in the form of the one on which St. Andrew suffered. It is borne on the banner of Scotland and is part of our school seal.

As the medieval knight carried the Saltire on his shield to aid him in battle, this Saltire is for

YOU
to take into action at
St. Andrews Presbyterian College.

The Saltire contains the essential information and guidelines you will need to follow as a member of the St. Andrews community. Each St. Andrews student has the responsibility to become familiar with the information contained in this handbook.

Please read the Saltire thoroughly, for you will be held responsible for its contents.

*** The college reserves the right to make changes at its discretion and as might seem appropriate in such areas as, but not limited to, procedures, policies, rules and regulations, and structures. If significant changes are made to the content of the *Saltire* an email will be sent to the college community noting the revisions. The date of the email will be considered the implementation date for the changes. Reasonable effort has been made to ensure the accuracy of information contained in this publication. St. Andrews is not responsible for, and accepts no liability for, typographical or other errors that may appear in this book in spite of reasonable efforts to review the text. Information is provided as a service with the understanding that the college makes no warranties concerning the accuracy, completeness or reliability of the information herein contained. The college reserves the right to correct any errors as may be found. Interpretation of any possible ambiguity and/or resolution of any possible conflict between or among the parts of this text, or other college publications or documents, or related publications or documents, is the sole and exclusive right of St. Andrews Presbyterian College.

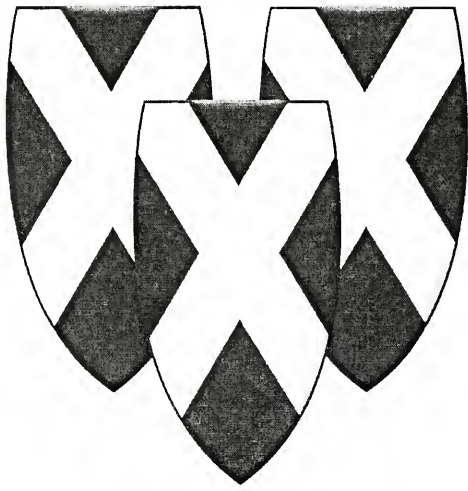
THE SALTIRE

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WHERE TO GO FOR HELP IN CASE OF EMERGENCY:

ON-CAMPUS

Campus Safety & Security: Burriss Hall; Ext 5112 (office line);

Ext 5111 (emergency line)

Health & Wellness Center (HWC): Pate Hall; Ext 5040

OFF-CAMPUS

General Local Emergency 9-911

Laurinburg Police Department 9-276-3211

Laurinburg Fire Department 9-276-1811

Scotland Memorial Hospital 9-291-7000

FOR CAMPUS ASSISTANCE:

Academic Resource Center: HWC/Pate Ext. 5667

Academic Records: (Registrar) LA 133; Ext 5221

Automobile/Bicycle Registration: Burriss Hall; Ext 5112

(Campus Safety & Security)

Reporting Theft: Burriss Hall; Ext 5112

(Campus Safety & Security)

Cashing Checks (under \$25): Bookstore; Ext 5308

Class Registration: (Registrar) LA 133; Ext 5221

Clubs/Organizations Information: Belk/Office of Student Affairs (OSA);

Ext 5148 (Director, Student Activities)

Community Honor Code Violations: Belk/OSA; Ext 5145

Computer Services: (Helpdesk) LA 174; Ext. 5014

Career Services: Belk/OSA; Ext 5331

College Chaplain: Belk/OSA; Ext 5146

Counseling: Pate - HWC; Ext 5040

Disability Services: Pate - HWC; Ext 5667

Financial Aid: LA 188; Ext 5560

Graduate School Information: Belk/OSA Ext 5331 (Career Services Center)

Guests on Campus: Burriss Hall; Ext 5112

(Campus Safety & Security)

Health Services: Pate- HWC; Ext 5040

Housing Information: Belk/OSA; Ext 5753

Albemarle RD - Ext 5120

Concord RD - Ext 5480

Granville RD - Ext 5140

Mecklenburg RD - Ext 2001

Orange RD - Ext 5130

Pate RD - Ext 2001

Wilmington RD - Ext 5170

Winston-Salem RD - Ext 5150

Judicial Affairs: Belk/Office of Student Affairs (OSA); Ext 5149

Intramural Activities: Belk/OSA; Ext 3954

Lost & Found: Burris Hall; Ext 5112 (Campus Safety & Security)
Lost IDs: Belk/OSA; Ext 5753
Parking/Traffic Tickets: (Campus Safety & Security) Burris Hall; Ext 5112
(Business Office) LA 138; Ext 5222
Physical Education Facilities: PE Center; Ext 5274
Publications:
 Cairn (literary magazine) LA; Ext 5310
 (St. Andrews College Press Office)
 Lance (newspaper) LA; Ext 5670
 (Communications Office)
 Lamp & Shield (yearbook) LA; Ext 5670
 (Communications Office)
Reserving Rooms on Campus: LA/Development Office; Ext 5662
Residence Hall Personal Problems: Belk/OSA; Ext 5753
 (also consult YOUR Resident Assistant and/or Resident Director)
Residence Hall Maintenance Problems:
 (Work Order Hotline) leave message; Ext 5411
 (Report in Residence Life) Belk/OSA; Ext 5753
Sales or Solicitation on Campus:
 Dean of Students (residential side) Belk/OSA; Ext 5145
 Business Office (academic side) LA 138; Ext 5222
Transfer/Transferring of Credits: LA 133; Ext 5221 (Registrar)
Withdrawal from Class: (Registrar) LA 133; Ext 5221
 Or contact Course professor, Faculty Advisor
Withdrawal from College: Belk/OSA; Ext 5753
 Or contact Faculty Advisor, Registrar
Working Off-Campus: Belk/OSA; Ext 5331 (Director, Career Services)
Working on-Campus:
 Student Financial Planning LA 188; Ext 5562
 Business Office LA 138; Ext 5222
 Director of Food Service Belk/Cafeteria; Ext 5577

THE SALTIRE

INTRODUCTION

STATEMENT OF PURPOSE OF ST. ANDREWS PRESBYTERIAN COLLEGE

St. Andrews Presbyterian College is a four-year, church-related, coeducational liberal arts and sciences institution, serving traditional and non-traditional students from diverse national, ethnic, and socioeconomic backgrounds. The College offers residential and non-residential undergraduate degree programs, certification programs, and special training programs. One of the first campuses designed to be accessible; St. Andrews takes particular pride in its historical commitment to accommodating students with disabilities.

St. Andrews breaks down intellectual and interpersonal barriers. In its academic programming, the College builds bridges across disciplines, developing students' abilities to understand the multiple perspectives necessary for addressing complex problems. Members of the faculty work cooperatively as teachers and advisors, while maintaining a commitment to scholarship and professional development in their disciplines. Through its integrated curriculum, the College seeks to graduate informed, articulate individuals, able to live and work productively in an expanding global community. Major programs further provide students with a depth of knowledge along with proficiency in the tools and techniques of at least one academic field, supplemented by an awareness of the questions of value implicit in all vocations.

As a church-related College, St. Andrews embraces values deeply rooted in the Christian tradition: respect for the dignity of all persons; responsibility toward our natural and social environments; openness toward dialogue with other spiritual traditions. True to the historical Presbyterian commitment to intellectual inquiry, St. Andrews views critical exploration in all disciplines as compatible with faithful living, insisting that faith without knowledge risks fanaticism, and knowledge without faith risks cynicism.

St. Andrews understands genuinely successful academic communities to be inclusive and student-centered. Responding to the needs of diverse learning constituencies, the College offers educational and residential environments, which enhance the academic enterprise through an array of career, technological and other support services. Due regard for healthy lifestyles and physical well being is encouraged through athletic programs and the core curriculum. The College builds bridges to communities and the world of work beyond the campus, promoting experiential learning through internships, community service activities, and international travel/study abroad.

Finally, St. Andrews builds bridges to the future, believing that both institution and individual require openness and flexibility to adapt to the rapidly changing environment. The College therefore engages systematic self-evaluation in order to maintain dynamic and relevant programs. It further encourages all members of its community to practice habits of lifelong learning and personal growth. (Approved by the Faculty and the Board of Trustees, June 4, 1999)

THE CODE OF CONDUCT FOR THE ST. ANDREWS COMMUNITY

(Accepted by the St. Andrews Community, Spring 1996)

Preamble

All members of the St. Andrews College Community must be responsible for their choices of behavior and make sure that these behaviors do not infringe upon other community members.

The College has the authority and responsibility to establish rules and standards, which may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principal responsibility for proper conduct rests with students, and as much as possible, they all are encouraged to resolve conflicts of individual rights and responsibilities themselves. The College will become involved, however, when a student cannot resolve a conflict her/himself; when there exists a reasonable basis to believe that local, state or federal laws have been broken; when there could be or is potential for personal harm or property damage; or when there exists a reasonable basis to believe that college conditions or policies have been violated.

St. Andrews requires students to obey local, state and federal laws. The College does reserve the right to hold responsible those students whose behavior, either on or off campus, blemishes the College's general image or reputation, or otherwise evidences disregard for the safety, well-being or rights of others. If a student is involved in an illegal act off campus, the College does reserve the right to initiate disciplinary action.

COMMUNITY HONOR CODE

I promise to be a contributing member of the St. Andrews Presbyterian College community and supportive of its mission:

- **To be responsible for my choices of behavior,**
- **To be honest in all my academic endeavors,**
- **To be respectful of the property and person of others,**
- **And to live in harmony with the social and natural environments which sustain this community.**

STATEMENT OF STUDENT RIGHTS AND PRIVILEGES

St. Andrews is an academic and residential community dedicated to the development of the individual. All members of the St. Andrews community are guaranteed certain rights and privileges so long as they abide by the conditions for membership in this community. For students these rights include, but are not limited to:

A. *The right to an education.*

This includes the reasonable and legal use of all services and facilities intended for the purposes of development and growth.

B. *The right to study and live in a safe environment in accord with the purposes of the college; the freedom to live in comfortable surroundings without fear, without humiliation and without diminution of self-esteem, integrity and personal character.*

C. *The right to safety of persons and property.*

All individuals have the right to personal safety, to be free from offensive, riotous, unruly or disruptive behavior on the part of others. Included in this is the freedom from personal force, violence, and threats of personal abuse or harassment either as individuals or groups.

D. *The right to privacy of information.*

Individuals have a right not to have personal information displayed in public.

Specific policies governing this right may be found in the Family Educational Rights and Privacy Act. (See Appendix A)

E. *The right to pursue exercises of individual appreciation and to examine and discuss questions of interest.*

Students have the right to show support for any issue of general concern, to express opinions in a public manner, to participate or attend any public event, to pursue any line of inquiry so long as such an expression does not interfere with the rights of other Community members (including the other's ability to participate in the Community).

F. *The right to be free to struggle with principles of conduct in an effort to determine their place within the St. Andrews Community.*

In order to foster a community and a sense of shared governance, individuals have the ability to decide what their role will be in the Community. The scope of possibilities is not narrowed by the phrase "to be a contributing member," rather it is broadened and individuals are entitled and encouraged to choose their own aspect.

G. *The right to give commentary on or to propose change to the Community.*

The Community functions by shared governance; any member of the St. Andrews Community may, through the proper channels, work to modify, enlighten or comment on the structure and nature of the Community.

H. *The right to be protected from unauthorized search and seizure, as defined by state and federal law and, where applicable, College policy and regulation.*

I. *The right to due process within the college judicial system as guaranteed by the Constitution of the United States of America.*

J. *The rights and privileges of a student shall not be waived without the specific and direct written consent of the student.*

STATEMENT OF STUDENT RESPONSIBILITIES

A community is an assemblage of individuals who have come together for a specific purpose. In any community there are responsibilities that must be observed by the individual in order to live in harmony with the social and natural environments that sustain the community.

Responsibilities, however, do not supersede rights. Individuals are expected to adhere to these responsibilities only when enforcement of them does not interfere with the rights of a Community member. In order to be a contributing member of the St. Andrews Community, all individuals are expected to adhere to certain levels of responsibility. These responsibilities include:

A. The responsibility to participate in the shared governance of the community.

Governance of a community succeeds because it is popular. The individuals

responsible for the character of the Community are not merely the elected leadership, but every member of the St. Andrews Community itself. Members of the St. Andrews student body are members of the Community and as such are expected to be aware of their role and potential in the Community as a whole.

- B. The responsibility to respect and observe all duly established College regulations and policies and local, state and federal laws. The St. Andrews Community is part of the greater external community and our rules and codes of conduct function within the law. Consequently, all members of the St. Andrews Community are expected to follow all laws of the land.
- C. The responsibility to respect the privacy and personal safety of others within the St. Andrews Community. In a community all behavior choices affect other members. It is irresponsible and improper for one's behavior choices to deny freedom of participation to other members of the St. Andrews Community.
- D. The responsibility to comply with requests from College officials. All members of the St. Andrews Community are expected to cooperate with College officials when the officials are carrying out their assigned duties.
- E. The responsibility to respect and protect the property of the College. It is the duty of each student to report cases of persons inflicting damage to said property.
- F. The responsibility to work within the St. Andrews Community to give to as well as to take from the whole; to make the Community a stronger, more capable body.

SPECIAL CIRCUMSTANCES

In extreme cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus substantially impedes the orderly functioning of the college or constitutes an immediate threat to the well-being or property of members of the college community, or, the student requires more supervision than the College can reasonably provide. A student withdrawn involuntarily shall have a prompt meeting with the Dean of Students (or the Dean's designee) to review the behaviors that form the basis for the student's withdrawal. In some cases the student may be required to reside off campus and/or be given restricted access to the campus without being involuntarily withdrawn and pending the outcome of a hearing.

INVOLUNTARY WITHDRAWAL

When a student chooses to act in ways contrary to the purposes, policies, and procedures of St. Andrews Presbyterian College, the College reserves the right to withdraw the student involuntarily. The Dean of Students normally executes this right. Normal options for appeals apply.

CLASS ATTENDANCE POLICY

Regular class attendance is a responsibility and a privilege and is necessary for effective learning and satisfactory performance. All instructors have an attendance

policy, which is announced at the beginning of each semester and included in the class syllabus. The penalties for not adhering to an instructor's stated attendance policy are also included in the class syllabus and announced at the beginning of each semester.

An instructor may send attendance warnings to a student who violates the attendance policy for a course. If the attendance policy stipulates that involuntary withdrawal from the course is a penalty, then a student may be dismissed from the class provided that a warning of the intended action has been sent to the student. The student will receive a grade of W or WF depending on the date of dismissal from the class.

If a student must miss class for an extended amount of time due to medical or personal reasons for either you or your immediate family, contact the OSA and notify them of your situation. The Dean of Students or their designee will provide assistance in making arrangements and notifying faculty of the needed absence. However, it is the responsibility of the individual student to work with professors on missed class information and assignments.

STUDENT SERVICES

ACADEMIC SERVICES

For information on academic programs and regulations, please consult the Academic Catalog or the Office of the Registrar. Ext. 5221.

ACADEMIC RESOURCE CENTER

The mission of the duPont Academic Resource center, located in Pate Hall, is to support the educational programs of the College by providing opportunities for all students to develop the skills that will make them excellent students. The Center provides this through resources, services and programming to aid students in developing their academic potential. Resources include: a computer lab with campus network, Internet and Web access and specialized programs to assist in student academic development; two computers containing specialized hardware and software for students with physical, visual or learning disabilities; and rooms for individual or group tutoring or study. The Resource Center provides tutoring services. An Assistive Technology tutor works individually or in small groups with students to provide training on the adaptive technology available. Mathematics, writing and other subject-specific tutors provide one-to-one and group tutoring. Through programs offered in the Center's Academic, Technology and Writing Enrichment Series seminars, students can strengthen their academic, technology and writing skills. The Resource Center also provides test proctoring services, in coordination with faculty, for make-up tests, final exam conflicts or other extraordinary schedule conflicts, and for testing requiring adaptive technology, extended time, or a distraction-free environment.

The Resource Center was funded by a grant from the Jessie Ball duPont Fund.

BOOKSTORE

Located in the Belk College Center, the College Bookstore is open to students, faculty and staff on a regular basis. Cash, checks, MasterCard, and VISA are

accepted. Students may cash personal checks in the College Bookstore (maximum amount \$25.00/day) with a valid ID. Checks are cashed between 11:00 a.m. and 1:00 p.m., Monday through Friday.

Textbook Refund Policy

No refund is made without a receipt. Textbook refunds will be given only with a drop slip. Full refunds will be given on new, unmarked books. Refunds cannot be given on used books unless there is a need for them as determined by the manager. Whenever possible, defective merchandise will be replaced rather than refunded.

BUSINESS OFFICE

The Business Office is available to assist students in financial transactions related to their college attendance. Members of the St. Andrews Community are expected to demonstrate financial integrity and responsibility and to meet their financial commitments. The College will serve neither as a collection agency for debts incurred elsewhere nor as a shelter from creditors.

The College has a responsibility to inform a student of his/her indebtedness to the College in advance of his/her departure, and the student must remove such indebtedness in order to be graduated or to receive transcripts from the College.

CAMPUS E-MAIL

Students have campus e-mail and computer accounts through computer services. The campus e-mail system is the approved means for electronic communication. All students are expected to utilize this communication.

CAMPUS MINISTRY

The College employs a full-time campus chaplain to provide emotional and spiritual support to the campus community. The goal of campus ministry is to assist all students in exploring and nurturing the spiritual dimensions of their life learning and faith. Small group study and several worship services throughout the semester occur on campus and assistance is provided to those students seeking places of worship in the local community. Volunteers from the St. Andrews community are solicited for various community service projects, including Fall and Spring Break service trips.

CAREER SERVICES

The Career Services Center, located in the Office of Student Affairs/Belk Center, helps students identify vocational and personal interests and apply their undergraduate accomplishments and experiences to a variety of outcomes, including obtaining a job and/or gaining acceptance into graduate or professional schools.

The Director of Career Services works with students to create a personal credentials portfolio that includes a professional resume, confidential letters of reference, and transcripts. A broad range of other services, including career exploration, internships, on-campus visits by recruiters, participation in regional job fairs, a comprehensive library of career resources and graduate catalogs, current

job openings, resume reviews, and assistance with Internet job hunting are also provided.

COMPUTER SERVICES

St. Andrews has 7 computer labs available to students in different buildings around campus. Lab hours are posted in each lab. From these computer labs, students have access to the Internet, e-mail, network printers, and a wide array of software. All dorm rooms have high-speed network connections in them to allow students to connect their personal computers to the Internet. Students with their own personal computers are required to register these with Computer Services so that up-to-date antivirus software can be installed on them. If students are having problems with computers, software, or connection they can call the Computer Services Helpdesk at ext. 5014 or e-mail at helpdesk@sapc.edu. (See Appendix F – St. Andrews Computer and Network Policy)

COUNSELING SERVICES

St. Andrews provides confidential, personal and individual counseling opportunities to all students at no cost. The mission of the counseling center located in the Health and Wellness Center (Pate Hall) is to assist students in recognizing and meeting the psychosocial challenges that are part of the college experience.

Information discussed is held in strict confidence to the limits provided by law. No record of counseling is made on academic transcripts.

The staff counselor offers limited counseling and does not do extensive therapy with students, but may refer student to outside agencies or professional practices. These outside sources charge for services. In case of emergency, Campus Safety and Security will contact the local hospital emergency room.

DINING SERVICES

Food services on campus are operated by Sodexo. Soup, salad bar, deli, and all-you-can-eat fare provide a wide variety of good and nutritious food selections for students presenting their student ID card. Hours of the cafeteria are subject to change depending on class schedules for each semester and will be posted.

Guests are welcome at all meals. A guest pass may be purchased from the hostess before dining.

DISABILITY SERVICES

Disability Services provides available assistance to all students with disabilities in a confidential manner. Every effort is made to arrange appropriate accommodations based on the student's disability. All students with disabilities at St. Andrews are encouraged to register with Disability Services. No accommodations will be provided until a student is registered with Disability Services and has provided appropriate disability documentation. All questions about physical and programmatic access should be directed to the Academic Resource Center, Pate Hall Ext. 5667.

Available services are meant to help students devise strategies for meeting college demands and to foster independence, responsibility and self-advocacy. All

services and accommodations are determined on an individualized basis, and must be supported by documentation.

FINANCIAL AID SERVICES

Located in the Liberal Arts Building in Room 188, the Office of Student Financial Planning offers a comprehensive program designed to provide students with assistance in financial planning, to disseminate scholarship and grant information, to assign part-time jobs to students, and to assist students in securing educational loans.

Financial Aid is awarded for the period of one academic year (September-May). It is necessary to complete financial aid application forms each year to be considered for financial assistance. It is important to apply as soon as possible after January 1st to ensure the best award packages possible.

Students who are not making satisfactory academic progress toward a degree will be placed on financial aid probation. Two consecutive terms of financial aid probation will render the student ineligible for financial assistance. If students drop below full-time at any time during a term, they may become ineligible for certain aid programs. A conference with the Director of Student Financial Planning before dropping a course is advisable.

HEALTH AND WELLNESS SERVICES

St. Andrews provides health and wellness education, routine medical and first aid services, and referral services to students in the Student Health and Wellness Center. The center serves as a walk-in clinic for all students and is conveniently located in Pate Hall. Scotland Memorial Hospital Emergency Room is available nights, weekends and holidays for emergencies.

St. Andrews students may access the Student Health and Wellness Services when they feel assistance is needed to manage their health. Areas include, but are not limited to treatment and/or referral for illness, injury, physical or emotional stress, concern for pregnancy or sexually transmitted disease, alcohol or other drug abuse, immunizations or other vaccines, international travel preparation, and psychological problems. There is no charge for these services, however, if a student's presenting concern requires physician care, or if X-rays, diagnostic tests, prescription drugs, etc. are needed, the student will be referred to a local medical provider of the student's choice.

Primary care arrangements are located near campus. Scotland Memorial Hospital, located approximately one mile from campus, provides emergency room and hospital services. Most medical specialties are available in the Laurinburg area. Students are financially responsible for medical services obtained off-campus.

All students are required to be covered under medical insurance and provide proof of adequate coverage to the Business Office and Student Health and Wellness Services. Information regarding insurance requirements and fees may be found in the Financial Planning section of the College Academic Catalog.

INTERNATIONAL STUDENT ASSISTANCE

The College is dedicated to encouraging a racially and culturally diverse stu-

dent body. Such diversity is critical to a compassionate and worldly individual in our global society. The Office of Student Affairs provides personal assistance and advice to international students as needed. Information on student visas and other government documentation is available in through the Registrar.

LIBRARY

The Mission of DeTamble Library is to support the educational programs of St. Andrews Presbyterian College by providing access to information and training in its use. The Library houses more than 95,000 books and 285 current periodicals, and 15,500 resources in such formats as microfilm, audiocassettes, videos, and maps, as well as the College Archives and the Scottish Heritage Center. Electronic resources include over 40,000 e-books and access to over 70 online databases, all accessible through the Library's catalog and its Website. Various reading and study settings are available, including tables and comfortable seating on the first and second floors for individual, group or class use; private study carrels on the second and third floors; plus the Reynolds Reading Room, a good place for individual study or small group meetings. Computers are available for reference and research in the Library's Automated Reference Center (ARC), including two that are ADA-compliant. Other amenities include an Optelec CCTV for print magnification for low vision students, an elevator to the upper floors, and a book drop at the front of the Library for convenient book return at any time.

The Library offers Personal Librarian service pairing each student with a librarian for one-to-one assistance with research assignments. Other services available include Interlibrary Loan Service and Photocopy Services.

MAIL SERVICES

All St. Andrews students are required to have mailboxes on campus in the Belk Center. The OSA assigns mailbox numbers to all students. There is no general delivery service to students' residence halls or rooms. Special Delivery letters and packages and UPS packages are delivered to the campus post office daily in the Belk Center. Hours of operation are posted on the Belk Mail Room window. Students residing off-campus must inform OSA of their addresses. Students are also requested to notify all publishers and banks when their departure time from St. Andrews is near.

Mail will be delivered to student mailboxes only if the addressee name matches the name of the student assigned to a specific box. With the exception of nicknames, all mail addressed to a name different from that assigned to a particular box number will be returned to sender.

Students must complete a forwarding address form at the end of each academic year. These forms should be filed with the Administrative Support Center (ASC LA 187) at least one week prior to departure from the campus. In the absence of a forwarding address form, all mail will be forwarded to the address shown for the student in the student directory.

REGISTRAR

The Office of the Registrar is located in LA 133. Changes to student schedules,

requests for transcripts, course offering schedules, and calendar information are available from this office. Grades, address changes and major declarations are also processed.

CAMPUS LIFE

CLUBS AND ORGANIZATIONS

Clubs and organizations at St. Andrews encompass a variety of interests: academic, religious, political, and social. Membership in most clubs and organizations is open to any interested individual. If students cannot find clubs that match their interests, the Office of Student Affairs can assist them in organizing one that does.

Current Campus Organizations Include:

Amnesty International	Lab Assistants
Anime Club	<i>Lamp & Shield</i> - Yearbook
Black Student Union	<i>The Lance</i> - Student Newspaper
Business Club	Lion's Club
<i>Cairn</i> - Literary Magazine	Model United Nations
Campaign for a Cause	Outdoor Club
Campus Crusade for Christ	Paintball
Chapbook	Psi-Chi
Christian Student Union	Psychology Club
Fellowship of Christian Athletes	Riding Council
GANZA Core	Social Dance Club
Gay-Straight Student Alliance	Student Activities Union
<i>Gravity Hill</i> - Literary Magazine	Student Government Association
Habitat for Humanity	Therapeutic Horsemanship Club
Highland Players	Women's Issues Club
History Student Association	Writers' Forum

Honor Organizations Include:

Alpha Chi	Pi Gamma Mu
National Coeducational Honor Society	International Social Science Honor Society
Beta Beta Beta (Tri-Beta)	Sigma Tau Delta
Biological Sciences Honor Society	International English Honor Society
Omicron Delta Epsilon	St. Andrews Honor Society
Business and Economics Honor Society	

Guidelines for Chartering an Organization

All Charters are granted by the Student Affairs Committee. A charter is the College's official recognition of an organization and entitles the organization to apply for funds from the Senate Budget Committee and from other College sources. It also entitles the club to be listed in college publications and to be

included in events that give recognition to clubs and organizations. Applications for charters as well as a Constitution/By-law Creation Guide and a Senate Budget Request are available in the Office of Student Affairs from the Assistant Dean of Students.

In the Spring of each year there will be issued a *call for charters* for the next academic year. The Assistant Dean of Students is the college administrator who has oversight of the process. The Assistant Dean of Students and the Chair of the Student Affairs Committee set the deadline for these applications in order to ensure that charters can be reviewed in a timely manner. The Assistant Dean of Students reviews applications and makes a recommendation to the Student Affairs Committee. A club or organization wishing to be recognized by the College must submit the application, constitution and by-laws to the Assistant Dean of Students who will help review the application in preparation for presentation to the Student Affairs Committee. Once approved by the Student Affairs Committee a club will remain chartered for the full academic year until it is either deemed inactive or in violation of its constitution and by-laws. Clubs are deemed inactive based upon many different factors including but not limited to membership enrollment, programming activity and financial spending. New clubs may be chartered mid-year, but funding may not be available.

In order to ensure the diversity of Student Activities, "The Student Affairs Committee does not grant charters to clubs or organizations whose functions would overlap with those of an already existing campus organization or academic program." (November 23, 1983).

Advisors

Advisors to student organizations are selected from the faculty or staff of St. Andrews by the members of the organization and can be subject to the review of the Dean of the College and the Dean of Students. Advisors to student clubs serve in a capacity designed by the club or organization. Advisors serve as official liaisons to the College administration and faculty.

Financial Business

The Treasurer of the SGA is solely responsible for all funds of the SGA. No requisitions for funds of the SGA will be accepted by the Business Office without authorization of the Treasurer and Cabinet. The Treasurer receives proposed budgets from chartered organizations and clubs, submitted no less than six weeks prior to the end of the academic year, then formulates the budget. Final action to the proposed budget by the Senate will be taken within one month of the beginning of the Fall semester. It is the organizations' responsibility to keep detailed financial records and can be subject to audit by the SGA. All forms requesting funds (Request for Payment, Requisitions, Request for Employee Compensation, Requests for Reimbursement, etc) must be given to the Assistant Dean of Students for submission to either the Dean of Students or Vice President for Enrollment and Student Services for approval, before they are given to the Business Office. Clubs funds may not be used for any other purpose outside of club activities. Examples of inappropriate use of funds include, but are not limit-

ed to: academic department purchases, activity expenses outside of club activities, programs not open to all club members, monetary compensation for works performed by members, etc.

Student groups may not open bank accounts using College or student funds. All student and College funds must be handled through the St. Andrews Business Office. In order to access Club funds the Club officers must attend training sessions mandated by OSA that may address:

- Hazing
- Financial Record Keeping
- Charter Compliance
- Other Issues Brought by Club Officers

VOLUNTEER OPPORTUNTIES

Volunteer opportunities at St. Andrews promote unity between the College and the community through involvement with community agencies. There are many opportunities for students to share their talents, resources and time. Students have worked for:

- Ride-Like-A-Knight
- Habitat for Humanity
- Scots for Youth
- The American Red Cross
- Scotland County Schools
- Scotland Memorial Hospital Medical Auxiliary
- Church Community Services
- Domestic Violence and Rape Crisis Center
- Hospice
- Scotland County Cooperative Extension

The College Chaplain serves as a resource to help students identify community service opportunities.

PHYSICAL EDUCATION AND RECREATION

The PE Center and other facilities may be open to faculty, staff and other groups during designated hours. Some areas may be used at times normally set aside for the Physical education Program if the program is not utilizing those areas. Facilities include gymnasiums, racquetball courts, a weight room/fitness center, heated indoor swimming pool, outdoor track and outdoor athletic fields.

Use of Facilities/Equipment

A SAPC student identification card is required for students using the Physical Education facilities. All others are required to have appropriate credentials issued by the Athletic Department. Guests of the college wishing to use the Physical Education facilities may request an identification card from the Physical Education Office. This card will indicate the dates it can be used. Students are allowed guests only if special arrangements are made through the facility director. The host must accompany the guest.

INTRAMURALS

Many students participate in the St. Andrews intramural program, which is active

throughout the regular academic year. Intramural competition is sponsored in:

- Basketball
- Bowling
- Floor hockey
- Ultimate Frisbee
- Flag football
- Soccer
- Crab Soccer

Cards, board games and video game tournaments are also available. Other activities are possible based on student suggestions and support. Students interested in participating should contact the Director of Intramurals.

STUDENT ACTIVITIES

Many opportunities for involvement in social activities are provided for St. Andrews students. Catering to a diverse student body, St. Andrews offers something for everyone. An array of social events sponsored by residence halls, the Student Activities Union, and other clubs and organizations fill the calendar. Movies, parties, dances, athletic events, performing artists, comedians, coffee-house entertainment, and novelty/variety shows are all highly anticipated events. ExtravaGANZA is a week long event held annually every spring with many traditional, fun events scheduled including two nights of live music.

Students and student groups may elect to host an event on campus in one of several venues. Students may reserve a specific venue through the Assistant Dean of Students, including Carol Grotnes Belk Main Lounge, Farrago and The Knight Life.

Carol Grotnes Belk Main Lounge is often used for more formal events. The double doors can be opened out onto the verandah overlooking the lake. This space works well for large student groups, is in the center of the campus, and Food Service facilities for catering are near-by.

Farrago is used most often for small concerts, comedians and/or large parties. The space can handle large numbers of people and has a patio area, and stage with the capability to handle electrical needs of small bands. Farrago is slightly removed from the residential portion of campus, located near the woods just south of the Concord parking lot.

The Knight Life is used for coffeehouses, quiet meeting area and a place for students to congregate and socialize. The Knight Life is located in the Belk Center adjacent to the Chapel.

CAMPUS PARTIES

The College believes that social occasions are an important part of a living and learning community. Students are encouraged to host a variety of events that are fun, yet demonstrate responsibility and respect for the community. Parties are to promote healthy interaction between students. All parties must be arranged with the Assistant Dean of Students.

Party Guidelines

Unless otherwise specified students or guest of legal age may bring alcoholic

beverages of their choice to a campus party and deposit them in the beverage station. All beverages must stay within their original container, unless glass, where secondary containers will be provided. Students and guests choosing to consume alcoholic beverages are responsible for their choice of behavior and compliance to federal, local laws and college policy.

Security – An event where alcohol is allowed must hire at least two security officers, one to check IDs at the door and another to patrol the event. Officers can be requested through the Assistant Dean of Students.

Beverage Station – At least one college official must be at the station at all times.

Clean up – Out of respect for the community, clean up is to occur immediately after the party unless previous arrangements have been made. In Farrago, cleaning can be delayed until the next day if trash is removed from the building that night.

Guests – A current St. Andrews student must sponsor any person without a St. Andrews ID. Both the sponsoring student and the guest must sign a Guest Registration Sheet. The sponsoring individual assumes responsibility for the conduct of the guest.

IDs – Only valid IDs, such as student ID, driver's license, military ID, or passport, will be considered valid identification. Students and their guests must have their valid IDs with them at all times, and must present that ID to any college official if asked.

Wristbands – Wristbands of two colors will be issued to students: one color for legal age and the other color for underage. No member of the St. Andrews community may provide a legal age wristband to a person who is underage.

SWIMMING AND BOATING

Swimming and boating on Lake Ansley Moore are permitted only at special events held by the college. The college insurance requires that a certified lifeguard supervise water activities at such events. All participants must wear life jackets, and no alcohol is permitted.

FISHING

North Carolina State regulations require that anyone fishing must possess a valid NC fishing license. Fishing from campus locations on Lake Ansley Moore is restricted to students, employees and their immediate family members (spouses and dependents only). Students must have a valid student ID on their person when fishing on campus.

“THE WALL”

The purpose of “The Wall” is to offer members of the community a venue for expression. Community members are allowed to paint on the white surfaces of the wall on the east side of the lake only. Painting elsewhere on campus will be considered vandalism and misuse of college property and will be dealt with appropriately. Any expression is acceptable as long as it is not a personal/slandering attack or profane for profanity's sake. The front part of the wall, facing the Belk building is reserved at all times for the Student Activities Union to advertise community events.

RESIDENCE LIFE

INTRODUCTION

The Residence Life program is designed to enhance students' total educational experience by utilizing the residence halls as living/learning environments. Programs, small group discussions, faculty environments, and personal attention are all common to the education that occurs within the residence halls at St. Andrews.

This community seeks to challenge individuals to develop autonomy and competence, manage emotions, establish identity, develop interpersonal relationships, appreciate and celebrate differences, and live with purpose and integrity. The residential community at St. Andrews is designed to provide the structure necessary for academic success as well as to ensure that students can experience the freedom of college life.

RESIDENCY REQUIREMENTS

St. Andrews is a residential, liberal arts college where the daily living environment plays as important a role in student learning and development as the academic experience does. The College does not normally offer on-campus housing for part-time students. The College will review, on a case-by-case basis, special requests of part-time students desiring to reside in the residence halls. A written request specifying the reason for living on campus as a part-time student must be submitted to the Dean of Students (or designee).

Exceptions to the policy requiring all full-time students to live on campus may be granted when one or more of the following apply:

1. Living with parent, guardian, or other responsible relative within driving distance of the College,
2. Married or a parent with custody of children,
3. 21 years of age prior to matriculation (first enrollment date) at St. Andrews,
4. In need of personal assistance beyond what the College can provide.

Requests for special permission to reside off-campus will be handled on an individual basis. Written requests specifying significant documented reasons for living off campus should be submitted to the Dean of Students (or designee) at least 30 days prior to the beginning of the semester for which the exception is intended. Students living off campus without permission risk loss of financial aid and disciplinary action.

CHANGE IN RESIDENTIAL STATUS FOR MEDICAL REASONS

Students are required to notify the OSA if they are temporarily leaving the residential community overnight(s) for a medical reason. Details of the reason for the leave of absence are not required. This communication can be facilitated through Health and Wellness Services.

MEAL PLAN

The meal plan is included in the comprehensive fee that each residential student pays. Access to meals is limited to 19 meals per week. Students must present their St. Andrews ID card for scanning at all meals. Food or utensils may not be

carried out of the dining hall area. Any student removing dishes or other equipment from the dining hall or providing food to an unauthorized guest will be reported to the student judicial system for violating the Community Honor Code. Any student or students throwing food or other items are subject to a fine.

Requests for meal plan modifications will be handled strictly on an individual basis. Meal plans are modified in consultation with a physician and Registered Dietician to develop personalized menus to satisfy special diets. Students seeking a Meal Plan Modification should request a form from Student Health and Wellness (Ext. 5040) and have it completed by a medical doctor and Registered Dietician. The form and accompanying documentation must be submitted the form to the Dean of Students at least 30 days prior to the beginning of the term for approval. The Registered Dietician should include a detailed evaluation and menu suggestions to assist the food service staff in providing meal plan modifications. The Director of Food Service may consult with the student's doctor and/or dietician for clarification and further dietary instructions. Meal plan modifications must be resubmitted each academic year.

RESTRICTION FROM COLLEGE HOUSING

The College reserves the right not to house students who may be disruptive to the residential environment. It also reserves the right to cancel a housing contract when, in the judgment of the College, a student has been found responsible for a serious violation of College policy. Since residency is a requirement, if students lose the privilege to reside on campus, their ability to continue as full-time students at St. Andrews may also be in jeopardy.

RESIDENCE HALL ROOM DEPOSIT

All students living on campus must purchase a Room and Board Contract before a room assignment can be made. The cost of the application is \$100 payable upon purchase of the contract. A designated period is established by the Office of Residence Life for students to purchase a housing contract prior to the room sign-up period for returning students during Spring Semester.

New students who have paid enrollment deposits at the College will receive housing contracts during the summer prior to Fall Semester.

HOUSING OPTIONS

There are four multi-story halls all of which are single-sex (two are for upper-class students and two are for freshmen). There are four single-story co-ed halls. Each hall has four to eight suites consisting of six to eight rooms, a large bath and suite lounge. Halls also have laundry facilities and a larger main lounge with a television. Microwaves are provided in each suite lounge. All halls are smoke-free and all but one hall is alcohol-free. Residency in the latter hall is restricted to only those students who are of legal age and who want to live in an environment where the privileges of legal age may be exercised. Granville ADLs and Pate Hall may also be occupied by students of legal age and exercise the privileges of legal age in individual rooms. There is to be no alcohol consumption in the public areas of these halls.

Disability-related housing accommodation requests should be submitted to the Office of Disability Services. The Director of Disability Services will verify that appropriate disability documentation is on file to support the request and coordinate with the office of Residence Life.

Options include:

- Single sex Residency in multi-story buildings with members of the same sex.
- Co-ed Residency in an alcohol-free single story building with young men and women of varying academic classes.
- Co-Ed/Legal Options Residency in a co-ed living environment where students of legal age have the privilege to responsibly exercise their legal options.
- ADLs Residency in an Assisted Daily Living apartment for a student with a disability and a roommate/attendant.

Freshmen Options

First-year students will be assigned to one of the single sex Freshmen Halls depending on student needs.

Transfer Student Options

Transfer students will be assigned halls depending on needs expressed, age and desired living arrangements. Sophomores, Juniors and Seniors may designate their preference.

Returning Student Options

Returning students will have the opportunity to select housing options for the following year during the Spring Term of the current year. Priority is based on cumulative GPA and class rank.

ROOM INVENTORY

Each student must complete a "Master Room Condition Report" (MRCR) upon check-in and check-out in a residence hall room, noting the condition of the room. A proper check-in and check-out must include a member of the Residence Life staff. Any changes in room conditions and/or damage not noted on the MRCR will be identified at check-out and appropriate charges will be assessed to the responsible student. If responsibility cannot be assigned to one person the responsibility for the charge will be split equally between the two roommates. An improper check-out will result in a minimum of a \$50.00 fine plus other applicable fines.

ROOMMATES

During Orientation Freshmen roommates will complete a Roommate Agreement form as a way to formalize their agreements about how they want to live together during the upcoming year. Returning students also are encouraged to talk openly with their roommates about the arrangement and use of their shared living space. If students have difficulties with their roommates they are encouraged to take the following actions: 1) talk with their roommates and attempt to resolve the problem; 2) if the difficulty persists, they then are encouraged to ask their Resident Advisors and/or Resident Directors for assistance; 3) if the problem is not rectified at that point they may contact Office of Student Affairs/Belk Center, Ext. 5145 for assistance.

ROOM/ROOMMATE CHANGE

Students have two opportunities during the academic year to change room assignments or roommates, one in the fall semester and one in the spring semester. This is done by completing a "Room Change Request Form" and submitting it for approval to the Director of Residential Services (or designee). Copies of this request form are available in the OSA.

Students wishing to change to a single room must first be approved by the Business Office and have written acknowledgment of a change in the contract status from the responsible financial party before proceeding with the Room Change Request Form.

The OSA will contact the Business Office and then notify the student of the decision. After payment for a single room has been approved, the student may proceed with the Room Change Request Form. Single rooms are approved as space allows and freshmen generally are not approved for single rooms.

Any student who changes rooms without prior approval will be required to pay a \$50 administrative fine. No roommate changes may occur during the first three weeks of a semester without the approval of the Director of Residential Services.

There are times when a student might be without a roommate. A student without a roommate (for whatever reason) will be required to meet with the Director of Residential Services. OSA is responsible for contacting the displaced student in order to specify a desire to:

- (1) have the Housing Office make a new assignment.
- (2) choose a new roommate personally from the list of other students who need a roommate.
- (3) if possible, retain the room as a single room at the single room rate.

Failure to follow this procedure will be understood as a statement of no preference and will result in a single room charge. The Office of Residence Life retains final authority to make room and roommate assignments.

Room/Roommate Consolidation

At times it may be necessary for the OSA to consolidate within the residence halls. Students from one room may be split up or moved from one room to another. This usually occurs for reasons of discipline, safety, health, irresolvable conflict, or for other situations deemed necessary by the College. The OSA will give the students involved at least 48 hours notice when a move is to be made. In emergency situations, this may not be possible.

LIABILITY RENTERS INSURANCE

The College does not assume any liability for the loss, damage, or theft of any personal property; or for damage or injury resulting from explosion, fire, mechanical failure of water, steam or gas lines; or from any defective wiring; or from the negligence of any other occupants of the building.

Residents wishing to protect themselves from the possibility of such losses should cover their belongings with the appropriate insurance. It is to the student's advantage to contact an insurance agency and obtain "renter's insurance" (Ask for the HO-4 type policy). These policies can be obtained in relatively small amounts

and are a very wise buy.

However, students may experience some difficulty in purchasing renter's insurance unless the insurance company approached covers their automobile insurance or the various insurance policies carried by their parents. In some cases, students may find they are covered under the terms of an existing homeowner's policy carried by their parents.

ROOM ENTRY/INSPECTION

The College reserves the right to inspect residence halls periodically for the purpose of assuring fire prevention, sanitation, safety, and the maintenance of the College physical plant.

Normal maintenance procedures may require college employees to enter rooms at various times during the year, including vacations. Additionally, maintenance requests may be made by students or staff for which room entry is required. Whenever an occupied student's room is entered for maintenance or repair purposes the Physical Plant/maintenance or repair staff will leave a notice for occupant explaining time and purpose of entry and include signature of person(s) performing repair or maintenance. Each Residence Hall is inspected at least twice a semester for health, safety, and maintenance evaluation. Unless immediate correction is specified, a safety violation noted during a safety inspection must be corrected within 48 hours or an administrative action will be taken.

The Dean of Students is the authorized person to approve residence hall room searches. The Dean or designee with the permission of the Dean of Students must sign a letter which states the reasons for the search and the objects or information sought. If feasible, the student(s) will be notified prior to room entry. The student should be present, if possible, during the search. If not in attendance at time of entry the student should be notified of entry and/or search as soon as possible.

Resident students have the primary right to study, learn and sleep in residence halls. Members of the Residence Life staff and other College employees are expected to respect the privacy and dignity of individual students at all times. Students, however, do not rent (as in an apartment) or own the space they are assigned on campus. Their living space is owned by the College and governed by institutional policies.

Students sign an application that includes terms and conditions of residency as set forth by the College. In doing so, they have accepted that they share with the institution, as defined by the institution, terms and conditions that govern their use of college-owned space. Those terms and conditions are set forth in the *Saltire* and Academic Catalog and the Room and Board Application.

HOLIDAYS AND BREAKS

The residence halls follow the academic calendar within each academic year, including holidays and breaks. Typical breaks are Fall Break, Thanksgiving, Christmas, Spring Break, Easter Break and Summer Break. These breaks are published at the start of each academic year and will be specified as to whether halls are open or closed. Detailed listings of opening and closing dates are specified in the Academic Catalog.

Each student has up to 24 hours after completing his or her exams to vacate

the residence hall. Students who have unique circumstances that would require an extension beyond posted open and close dates must submit an extension request in writing at least 5 business days before the break begins. Only students who have SAPC obligations or responsibilities are allowed to request an extension. Included in the request should be an explanation of why extended housing is needed and emergency contact numbers. The student will be required to sign a written statement of understanding that the student will adhere to all policies and alternative housing arrangements that may be implemented. In addition a fee of \$25.00 per night is charged to those students who request to stay beyond posted dates. Campus services such as Residence Life, Food Services, Health and Wellness Services will not be available. Campus Safety is available.

Unauthorized students who remain in the halls after posted closing times, or who arrive prior to designated halls opening, will be fined \$75.00 per day, face disciplinary action, and may be required to vacate the premises.

CABLE SERVICES

Each residence hall room is cable-equipped with basic cable channels provided free of charge. Additional cable services are not available.

COMPUTER HOOK-UP/ TELEPHONE

The residence halls are wired for computer hook-up to facilitate student access of the Internet and programs available through the college. Residents may connect their personal computers to the campus network with an Ethernet card, which can be purchased through the Computer Services Office or local vendors. Computers must be registered with Computer Services prior to hook up to the SAPC network. PC Registration includes the installation of SAPC approved anti-virus software. All students must read and sign a copy of the SAPC Computer, Software & College Network User Policy before a personal SAPC network and e-mail account will be created for them. Any problems/questions about the SAPC network should be directed to the Computer Services Helpdesk, ext. 5014.

The St. Andrews telephone system is a digital system that utilizes the same fiber optic network as our computer system. Because the system is totally digital, if there is a need for adaptive equipment (speaker phones, or any other analog based unit), the student needs to request an analog adapter from Computer Services. Being a digital system, the system is subject to outages if the campus loses electrical power. Also note that the phone system makes available a voice mailbox which, since there is only one phone per dorm room, must be shared between the two roommates.

The College's telephone system is designed to restrict all toll charges from student telephones. Student phones are not allowed to accept collect calls. Students who wish to make long distance calls must either call collect or purchase Phone Cards which are available from long distance carriers, local retail and grocery stores, and also from the campus ATM. Any problems/questions about the phone system should be directed to the Computer Services Helpdesk, ext. 5014.

HOUSEKEEPING

Housekeepers are employed to do routine cleaning. Routine cleaning is that

which results from average people moving through areas and using them as they are meant to be used. If there are concerns regarding performance of these duties report them to your RA or RD, Student Affairs or Physical Plant while it is evident there is a concern.

Housekeeping Guidelines for Residents:

- Trash should be in a trashcan
- Recyclable items should be in recycling bins and placed for pickup appropriately
- Tabletop surfaces should be clear enough to be simply wiped off
- If a spill happens, it should be wiped up
- If glass is broken, it should be swept up and put in a trash can
- Report things that need to be fixed to the Work Order Hotline x5411

Housekeepers will daily:

- Wipe off tabletop surfaces
- Sweep floors
- Mop floors
- Sanitize bathrooms by disinfecting sinks, toilets, showers, etc.
- Empty trashcans
- Wash windows as needed
- Report needed repairs, damages and vandalism to the Housekeeping Supervisor or RD

Housekeepers will not:

- Clean bodily fluids
- Clean up broken glass (see above Guidelines for Residents)
- Clean up spills (see above Guidelines for Residents - if a spill is cleaned up when it happens, routine cleaning will take care of the residue)
- Pick up trash or recycling not already in a can
- Be expected to move your personal belongings to perform their duties

LAUNDRY FACILITIES

Washing machines and dryers are available in each residence hall. These machines are owned, operated, and maintained by a private company on behalf of the College. For service related reports - contact the OSA Ext. 5753.

PEST CONTROL

The College contracts with a pest control company to provide service to control insects and rodents. Service is requested by submitting a work order to Physical Plant (See your Resident Assistant for help). If it is found that unsealed food, excessive trash or improper storage of belongings has led to extra treatment, the resident(s) will be charged the total cost incurred by the College.

VENDING MACHINES

Vending machines for soft drinks and snacks are available in various locations around campus. For refunds of any money lost in vending machines, contact the Business Office located in the Liberal Arts Building. For service related reports, contact the Business Office or the number listed on the machines.

WORK ORDER HOTLINE

The Physical Plant, in cooperation with the Residence Life staff, operates the Work Order Hotline to make reporting of problems easier for students. The Hotline number is Ext. 5411 and it is checked daily. To expedite the process it is important to leave a good description of what needs repair, your name, phone number, SAPC box number, and your building and room number. If the repair is not completed in a timely manner, call the Director of Residential Services at Ext. 5753

A maintenance or Physical Plant emergency is one defined as having the potential to cause injury, illness, or further damage to property. In an emergency situation contact the building RA or RD, and then Campus Safety and Security if RA or RD is not available.

RESIDENTIAL LIVING POLICIES

HALL STAFF

Resident Director - RD

A Resident Director lives in each hall and is responsible for supervising personnel and the total educational and developmental program within the residence hall. This includes supervision of the RAs, program development, policy enforcement and facility management. RDs, as part of the Student Affairs staff, are college officials, and report to the Dean of Students (or designee).

Resident Assistant - RA

While these students are selected to serve as peer counselors and peer advisors, Resident Assistants are employees of the Residence Life Program and report to their individual building Resident Director and to the Dean of Students (or designee). RAs are responsible for supporting the policies and pursuing the goals and objectives of the OSA. The RA assists in the administrative operation of the hall, helps to ensure that the rights of students are protected and not abused by others, provides information about college services and resources, and helps to stimulate educational, cultural, social, and recreational programs in the residence hall.

RAs are paraprofessional staff at the level between the Resident Director and the individual hall members. If an issue cannot be satisfactorily resolved between members of the residence hall, it should be brought to the attention of the RA. If resolution is still unsuccessful, it is the job of the RA to refer the issue to the Resident Director or the Dean of Students.

ADMINISTRATIVE AND SAFETY EXPECTATIONS

The College has the responsibility to make every reasonable effort to provide for a safe and comfortable environment for its residents. Students have a responsibility to respect safety and Physical Plant measures on campus as well as residential policies that address these areas. (See Statement of Student Responsibilities.)

The College reserves the right to assess appropriate administrative fines, restitution and/or community service for instances of disruptive or destructive behavior. Fines, restitution and/or community service are applied when violations are typically related to housing regulations or contractual expectations that are not to be documented as violations of the Conditions for Continued Membership and do not impact the academic or social standing of the student. However, in some

cases where such administrative fines and/or restitution are related to a violation in the Community Honor Code or Conditions for Continued Membership, the infractions will be referred for formal adjudication. Students who choose behavior that seriously or repeatedly jeopardizes the safety of others may, at the discretion of the OSA, be relocated to another residence hall or removed from campus housing.

A list (although not inclusive) of typical charges that apply in the halls is available in the OSA. The College reserves the right to assess such fines, restitution, and/or disciplinary service to the residents of suites or halls on a prorated basis. Students who immediately notify the OSA or Campus Safety and Security of their responsibility for damages may experience a reduction in fines.

If those responsible for the fines are not named, then the charges will be divided in equal proportion to all students in the hall or suite. Situations involving extenuating circumstances may be dealt with on a case-by-case basis.

The following process outlines the billing procedures associated with fees and fines associated with damages or policy violations in the residence halls.

Any fines assessed to a returning student during the last two weeks of the fall semester will be due on the first day of the spring semester. If the student is graduating or withdrawing from the college the fine must be paid prior to leaving campus at the end of the fall semester.

The procedure to address such violations shall consist of written notice (either public notice via all hall posting, mail delivered via post box or hand delivered) of the intent to fine. The student will then have five class days to schedule an administrative hearing by contacting the Office of Student Affairs. If no hearing is scheduled, the fine will be considered permanent. Students retain their right to appeal such fines to the Dean of Students within two business days of the Administrative hearing decision.

APPLIANCES

It is the responsibility of the student to ensure any appliance used is in proper working condition and used appropriately. All appliances must have original manufacturer's UL Seal of Approval attached and manufacturer labels noting size, wattage, volts or other pertinent information left intact on appliance. Pate Hall residents have fewer restrictions because of different electrical requirements.

The list of approved electrical appliances for use in student rooms is available in the OSA.

Prohibited Items for Residence Hall Student Rooms

1. Any appliance not on the approved list of appliances. Specifically, NO cooking appliances (microwaves, toaster, toaster oven, grill, fry baby, coffee pot, crock pot, etc.)
2. Extension cords
3. Decorative string lights
4. Decorative materials hanging over or under lights, ceiling lights included
5. Flammable items (candles, oil lamps, incense, halogen lamps, etc.)
6. Items that may be flammable or deter in fire rescue may not be hung on walls or ceiling or in doorways in rooms, hallways, or main or suite lounges.

COOKING AND FOOD

No cooking is allowed in rooms.

Microwaves are provided in each suite for student use. No other cooking appliances are allowed in the residence hall rooms or lounges. Under no circumstances may refrigerators be used in bathroom facilities.

Food kept in the residence hall must be stored in closed containers. All food utensils and food preparation devices must be cleaned immediately after use and not left in bathroom areas. Leftover food is to be thrown in the garbage, NOT poured down sink or shower drains. Utensils left in bathrooms will be discarded.

DAMAGES

In the event of damage to a room or its furnishings, the College will charge the cost of repair to the occupants of that room until responsibility for such damage is determined. Such charges may include damage to the lock and exterior of the room door unless such is promptly reported to Campus Safety and Security as vandalism. The cost of repairs for damages to community areas of the residence hall will be charged to the appropriate suite or to all hall residents unless responsibility for such damage is determined.

DECORATING ROOMS AND SUITES

Residence Life encourages students to personalize their suite lounges and residence hall rooms and believes that decorating creates an atmosphere that is more comfortable and personal, thus promoting student satisfaction. Posters, banners, plants, etc. are recommended methods for decorating. Tapestries, wall hangings or other fabrics are not allowed due to fire safety. Students may not paint rooms, hallways, suite lounges or any other residence hall area.

ELECTRICAL ADDITIONS

Each room is equipped with an adequate number of electrical receptacles. However, caution should be taken to not overload the circuits. Decorative lighting (including strings of Christmas tree or similar lights) and other electrical additions pose a potential fire hazard and are prohibited. Residents may not install ceiling fans. No extension cords may be used; only power strips with built-in circuit breakers are allowed.

FURNITURE

St. Andrews recognizes the importance and value of allowing students to make their living area as comfortable as possible. The College provides residents with a bed, mattress, desk, and closet and drawer space. Residents may bring other items to decorate and personalize their rooms. However, college furniture may not be removed from the room.

KEYS

Each student is issued a room key and a hall and/or suite key during check-in. These keys are the property of the College. Duplication of keys, possession of duplicated keys, or providing unauthorized persons with an original or duplicate

of a College key are prohibited. All keys issued must be returned to a Residence Life staff member at check-out.

It is the responsibility of each resident to protect all other students by taking care not to lose residence hall keys. Lost keys must be immediately reported to the Residence Life Office. Students who fail to report a lost or stolen key are disregarding the safety and security of fellow students.

For a key that is lost or not returned a fee of \$25.00 per key replacement and \$75.00 for new lock replacement will be assessed.

DOORS

Exterior doors should never be propped opened. This practice jeopardizes the safety and security of all residents. A fine of \$10.00 will be assessed for individuals found violating the policy in any residence hall. If responsible individual(s) are not determined a fee will be assessed to the entire suite and/or hall. Repeated propping of doors may be addressed through the judicial system.

LOFTS

The College is not in any way responsible for such beds or any damages or injuries caused by their use.

PERSONAL EFFECTS

Students are responsible for all items in their possession. Residential students are expected to lock the doors to their individual rooms and their suite or hall doors when leaving. Any personal effects, valuables, or other property left in the residence hall at the close of the academic year shall be considered abandoned property and may be retained or disposed of by the College.

PETS

No pets may be kept in student rooms. Violators of this policy regarding pets will be fined \$100.00 for each infraction and the pet immediately removed from the residence hall. Exceptions will not be made for any temporary keeping of pets.

Guests or commuter students are required to keep pets on leashes while on campus. Students with a documented disability who utilize a service animal that will be on campus at any time must comply with guidelines available through Disability Services.

The College also prohibits the feeding of any stray animals anywhere on the College campus. Caring for these animals during the semester results in cruel abandonment when students leave for winter and summer break.

Staff and faculty living in campus apartments may keep small pets. However, these pets are never allowed in student rooms or residence hall suites and pets must be kept on a leash when being walked on campus.

QUIET HOURS

Quiet hours are designed to support and promote a productive living and learning environment. St. Andrews is both an academic and residential community, and residents are expected to show consideration for others at all times by

reducing excessive noise and eliminating disruptions.

Each residence hall is given the responsibility to establish a period designated as Quiet Hours from at least 11:00 P.M. to 9:00 A.M. Sunday evenings through Friday mornings and from 1:00 A.M. to 10:00 A.M. on Saturdays and Sundays. Upperclassmen Halls may extend weekend quiet hours to 2:00 A.M. The Hall must do so by Hall vote and inform the OSA and Campus Safety and Security in writing prior to implementation. Failure to abide by designated quiet hours may result in loss of privilege and/or an administrative modification of quiet hours.

Any suite may extend quiet hours to as long as all day for limited periods of time provided all members agree. Suite leaders will post Quiet Hours in each suite.

During final exam period from 2:00 A.M. Reading Day until completion of the College's exam schedule the entire campus will function on a 23-hour/day quiet hours policy. No party permits or organized activities will be allowed.

Noise during quiet hours that goes beyond the room in which it is generated and intrudes upon any other area of the residence hall will be considered excessive and in violation of the quiet hours policy. Residence hall rooms, courtyards, main lounges and other common areas are not to be utilized for instrumental rehearsal without the written consent of the RA or RD.

The primary responsibility for enforcement of quiet hours rests with individual suite members who have been distracted by the noise. Residence Life staff will intervene to support quiet hours in those situations when they encounter a disturbance or when a resident has been unable to accomplish a successful intervention. Student Affairs staff has the responsibility to intervene in any circumstances where quiet hour violations are present, including disbursement of individuals. If necessary, assistance may be obtained from Campus Safety and Security.

Community members who visit in others' suites are responsible for abiding by the quiet hours established by that suite. A visitor who violates a suite's quiet hours may be required to leave the suite. A community member who repeatedly violates quiet hours as a visitor faces a consequence of loss of privilege to visit any residential areas for a period of time to be specified through the SJC or Administrative Hearing. A community member who repeatedly violates quiet hours within their own residential area faces judicial sanctions as designated by Administrative Hearing. Additional charges of failure to comply with a college official may result if student(s) are non-responsive to requests to comply.

Non-community members or guests are also responsible to abide by the quiet hours established by the suite in which they are a guest. A guest who violates quiet hours may be required to leave campus immediately.

RECREATIONAL ACTIVITIES

The grounds around the residence halls, including the quad areas and courtyards of the flat halls, were designed to foster communication and community development. Appropriate judgment should be exercised in recreational activities to protect the campus buildings and decrease safety risks to occupants. For example, studying, sitting around, grilling, sunbathing, and other sedentary activities are encouraged near buildings and in courtyards. Recreational activities involving

equipment and/or significant personal movement and exertion should be conducted away from any campus building in open or designated areas on campus. Golf, baseball, soccer, etc. may occur in designated areas only.

SINGLE ROOMS

Single rooms may be available at an additional charge. If a student's roommate moves elsewhere, the student who remains must find a new roommate or accept a new housing assignment made by the Office of Residence Life. If the remaining student wishes to keep the single room and this option is available he or she will be assessed the single room rate. Typically, first year students do not qualify for a single room. Students requesting a single room or off campus housing for reason related to a disability must submit a Housing Accommodations Application. The application and more Information are available from Disability Services located in the Health and Wellness Center in Pate Hall, Ext. 5667

VISITORS AND GUESTS

Visitors

Visitors are St. Andrews Community members who spend time in any portion of a residence hall, other than the hall to which they are assigned. Visitors are to abide by quiet hours as set by that hall, alcohol and smoking area policies as designated for the hall, and all college policies. During the first 30 days of the semester residents of Concord, Wilmington and the freshman suites in Granville may not have visitors of the opposite gender after designated quiet hours. This helps freshman students establish good communication and supportive relationships with suitemates to foster a healthy living environment.

Guests

Guests are not members of the St. Andrews Community. Guests may visit the halls between 10:00 A.M. and 11:00 P.M., Sunday through Thursday and between 10:00 A.M. and 2:00 A.M., Friday through Sunday mornings unless arrangements are made for overnight guests. Guests staying beyond specified times must have prior approval, in writing, from the Dean of Students. A Community member accepts full responsibility for his or her guest. All guests are to abide by the consideration policies established by the College and the suite. Any guest found in violation of college policy will be required to leave campus immediately or face possible arrest and trespass charges.

Student Responsibility with Visitors or Guests

Any student who plans to invite a visitor or guest must first secure the verbal approval of his or her suitemates and roommates before the arrival of any visitors or guests. A roommate's right to free access to the room at all times, privacy, study time, or sleep must not be deprived because of a visitor or guest. A student wishing to host a visitor or guest must have his/her roommate's consent. The College does not allow cohabitation and cannot ignore any infraction of this policy that comes to its attention.

Any guest who arrives on campus must first register in writing with the

Department of Campus Safety and Security and be accompanied by the student they are visiting when registering. Guests should register their vehicle at this time. Failure to comply with these requirements may result in disciplinary action and/or removal of the guest.

Privacy Issues

In order to respect the privacy of the other suitemates, guests and visitors of the opposite sex will use the public toilets available in the Main Lounges. It is inappropriate to enter the bathroom facilities of another gender.

CAMPUS SAFETY AND SECURITY

A safe and secure learning environment involves everyone and is spearheaded by the Department of Campus Safety and Security. Activities involve implementation and monitoring of safety policies and procedures, campus community services, prevention programs and intervention as necessary.

The Campus Safety and Security Offices are in Burriss Hall and provide 24-hour services. It is the mission of the Department to ensure that the college community experiences the educational process free from unwarranted concerns for their safety or security.

Working within a framework of federal, state and local laws, this Department also supports and ensures compliance with institutional policies and philosophy, including the *Saltire*.

BUILDING ACCESS CONTROL

Individuals may need access to certain academic and administrative buildings in pursuit of their studies after these buildings have been locked at the end of the day and on weekends. At the same time, the College has responsibility to ensure that individuals utilizing these facilities work and study in a safe secure environment. Accordingly, individuals will use the following building access control systems:

1. When individuals need to have access to certain academic or administrative buildings, they must ask the appropriate departmental representative to certify that they are authorized to be in a particular building or room during a specified time. This authorization must be sent to the Department of Campus Safety and Security where it will be kept on file. Thereafter, authorized individuals should go to the Campus Safety and Security Office to be escorted to a particular building and given access. Individuals must also notify the Campus Safety and Security Office upon exiting so that a precise occupancy log is always maintained in the event of an emergency. If time authorization limits are not indicated on the access requested, it will be assumed that access is limited to that building's regular business hours. Otherwise, if time limits are not indicated, access after regular business hours will not be granted.
2. Individuals working in an area when it is being secured for a day must go through the access system before they can continue their work. Individuals who have gained access properly are not authorized to grant access to other

individuals. Any individuals not on the approved access list will be required to leave the building.

3. Except for emergencies and inspection, access to students' rooms for anyone other than the registered occupant(s) must always have the authorization of the registered occupant(s). This includes parents, family members, and guests of the registered occupant(s). Guests must register in writing with the Department of Campus Safety and Security. See also Room Entry/Inspection.

CAMPING

Camping on the St. Andrews Campus is strictly prohibited due to the safety risks it creates to those who camp and to the potential damage to college property from fire and litter.

EMERGENCY PRECAUTIONS

From time to time weather related or environmental emergencies may occur. Students are expected to comply with the direction of Campus Safety and Security, Residence Life and Emergency Service Personnel. In a state of emergency the campus is dry/no alcohol allowed. Campus wide voicemail and/or e-mail will be used to communicate alterations to class schedules.

ESCORT SERVICE

Campus Safety and Security staff provides an escort service on campus at night for students, faculty or staff. For those wishing to utilize this service call Ext 5112.

FIRE PROTECTION

Fire alarm systems exist in each residence hall for the protection of students. Fire extinguishers and smoke alarms are also located in each suite, main lounge and each ADL. Smoke detectors are located in each room.

The Laurinburg Fire Department serves the College. It is a serious violation of state law and the Conditions for Continued Membership to tamper with the fire protection equipment. Any student found culpable of a false alarm will be referred to the Department of Campus Safety and Security for investigation and potential referral for criminal prosecution and/or student judicial action.

FIRE SAFETY

Fire drills are conducted at least twice a year in the residence halls. Community members are required to participate in these exercises by following the instructions of the residence life staff and exiting the building during all times that the alarm sounds. All students should be familiar with the location of the fire alarms, extinguishers and closest exits to them. A fire escape plan is posted in each suite lounge.

Students are to act responsibly when an emergency occurs. If a fire alarm sounds all residents should treat it as an actual fire and evacuate the building, and remain clear of the building until Campus Safety and Security have approved the building for re-entry. All students must evacuate the building and move to Belk

Main Lounge. Any student who willfully fails to exit the residence hall after the fire alarm sounds will be subject to disciplinary action that may result in removal from the residence hall and a \$150.00 fine.

No college or personal property should be stored in hallways, bathrooms, suite lounges or courtyards because these items may impede evacuation during an emergency. A \$50 fine will be assessed to individuals who place items in hallways, suite lounges or courtyards.

Flammable items are strictly prohibited in the residence halls. This includes lighted candles, fireworks in any form, ammunition, oil lamps, halogen lamps, etc. Items that may be flammable or impede fire rescue may not be suspended in the room, suite lounge or doorways.

The Department of Campus Safety and Security must authorize all bonfires through the Laurinburg Fire Department. Any unauthorized bonfire will be immediately extinguished and will result in judicial actions.

ID CARDS

All students will be issued an ID Card during registration. The same ID Card will be used each year of attendance at St. Andrews. ID Cards are coded according to age. Upon turning twenty-one a student may obtain a new ID card at no cost through the Office of Campus Safety and Security. Students who need a new card may obtain one for a replacement charge of \$25.00 (per lost card). To get a new card, complete the form in the OSA and then proceed to the Department of Campus Safety and Security. Students are expected to maintain possession of their ID on their person at all times and be willing to display their ID upon request.

ROOFS AND BALCONIES

Climbing on roofs or balconies is not permitted because of the high risk of serious bodily injury. A fine of \$500.00 will be imposed to any individual found on the roof or balcony of a building on campus. Any repeated violation will result in judicial action and additional fines.

SAFETY, MECHANICAL AND ELECTRICAL EQUIPMENT

Residents will be subject to disciplinary action for tampering with safety equipment in a residence hall or any other facility on campus. Subsequent offenses may result in criminal prosecution and/or housing contract revocation and suspension from the College.

- *Ceiling/Wall Access* - Ceiling access and removal of ceiling tiles or other access panels is prohibited. This is a Community Honor Code violation and subject to a \$100.00 fine and disciplinary service.
- *Tampering* - Any student found tampering with electrical systems, telephones systems, cable systems, or other services will be subject to administrative action as well as a \$500.00 fine. Further disciplinary action or criminal prosecution may be implemented as deemed appropriate under the circumstances.
- *Safety equipment* - Because the following items have been installed to protect our community members from harm, tampering with any of these items will

be considered grounds for suspension and carries with it a \$500.00 fine. It is against the law to tamper with: fire extinguishers, fire alarms (sound a false alarm), smoke detectors, emergency exit signs, or the emergency lighting in buildings, and parking lots.

SMOKE ALARMS

Each student room is equipped with a smoke alarm. Residence Life staff will inspect and test each smoke alarm bi-monthly. Any noted damage to the alarm or discovery of damage to the power source for the alarm during this inspection will result in a \$500.00 fine.

SMOKING

All buildings on campus are designated as “smoke-free.” This includes the interior of every building and the immediate exterior area adjacent to each building entry.

Designated smoking areas and appropriate disposal containers are provided in multiple convenient locations on campus. Cooperation in utilizing these designated areas when near campus buildings is expected out of respect for those individual community members whose health is compromised by smoking. Cooperation in utilizing appropriate disposal is expected to protect the beauty of the campus. Failure to respect designated smoking areas or appropriate disposal will result in administrative fines and possible judicial action.

VEHICLE REGULATIONS

It is a privilege and not a right for a person to keep or operate a motor vehicle on the campus of St. Andrews Presbyterian College. Each student must agree to comply with the rules and regulations set forth by St. Andrews Presbyterian College. The College reserves the right to withdraw motor vehicle parking or operating privileges from any person. The following regulations set forth are designed to control the flow of traffic, protect pedestrians, permit access of emergency vehicles and provide parking spaces fairly and as conveniently as possible for students, faculty, staff, and campus visitors.

The rules, regulations and procedures set forth applies to all property owned or leased by St. Andrews Presbyterian College. All SAPC employees, students, and visitors to the campus are subject to the provisions set forth. Administrative or legal action, as appropriate, will be taken in cases of violations occurring on owned or leased SAPC property. Refer all questions or concerns about college vehicle/traffic/parking policies to the Director of Campus Safety and Security. Ext. 5112

MOTOR VEHICLES

(Note: Wheelchairs and golf carts operated by authorized personnel are not subject to the following.)

Regular Registration

All vehicles on campus must be registered with a purchased parking decal through the Department of Campus Safety and Security. The parking fee for stu-

dents is included in the comprehensive fee. Vehicles must appropriately bear the proper decal. Students may register only vehicles that are registered in their names or their parents' names. Proof of ownership must be shown. Vehicles must be registered within one week after the official class registration date. Any motor vehicle on campus after this time not displaying a registration decal will be subject to a fine or towing.

If a decal is lost or if a student wishes to register another vehicle, a second decal may be obtained for a fee. Registration decals are NOT transferable from one vehicle to another or from one student to another. The decal must be displayed in the rear window, on the driver's side. Only decals displayed accordingly will be considered valid. A vehicle is not considered registered until a decal is appropriately displayed.

TEMPORARY REGISTRATION

If a student has reason to have a vehicle on campus on a temporary basis, a temporary permit (limited to 14 days) may be obtained from the Department of Campus Safety and Security. Additionally, temporary registration is required for guests' vehicles. See vehicle regulations for further information.

PARKING REGISTRATIONS & PERMITS

This section describes the requirements and procedures for obtaining a parking permit for the SAPC campus. Students who desire to operate a self-propelled two- or four-wheel vehicle on campus, excluding mopeds (they are not permitted on campus), are required to register their vehicle. Parking decals must be purchased from The Department of Campus Safety and Security located in the lower level of the Belk Building. A vehicle is not considered registered until a decal is displayed in accordance with the display guide located in the Campus Safety and Security Office.

Prior to filing out a Vehicle Registration Form with the Department of Campus Safety and Security the following items must be presented:

- A valid state vehicle registration certificate in the name of the student or their parent's name.
- A valid state Driver's/Operators License.
- Proof of current vehicle insurance
- A validated SAPC ID card or proof of college registration must be presented at the time of registration.

Note: SAPC does not issue permanent handicapped decals or permits; however, we do recognize all state handicapped plates or placards. The St. Andrews College Department of Campus Safety and Security does issue temporary handicapped permits, to be used on this campus only, to any student, staff or faculty who has a temporary infirmity that warrants the use of handicapped parking privileges for a limited time. To utilize handicapped spaces, you must meet state requirements. Vehicles parked illegally in handicapped spaces will be subject to one or more of the following:

1. Issued a N.C. Uniform Citation
2. Issued a Campus Parking Citation (\$100.00 fine)

3. Vehicle immobilized (booted), or
4. Vehicle towed

CITATIONS

The St. Andrews Department of Campus Safety and Security offers every student an opportunity to become familiar with all regulations before issuing any citation. There are times when verbal and written warnings are issued prior to citations. There are various types of citations you may receive on campus. They are as follows:

St. Andrews College Citation - Campus Safety and Security Officers may issue St. Andrews College Citations for any violation of Campus Safety and Security and infractions committed on campus. These citations are issued for all offenses that occur on campus dealing with Traffic/Parking regulations. This is a civil penalty only, issued by the Department of Campus Safety and Security and is not reported to any agency other than the College.

TRAFFIC RULES AND REGULATIONS

The Traffic Rules and Regulations are in effect at all times including Saturdays, Sundays, and Holidays unless other wise specified. They are applicable to all persons operating vehicles on St. Andrews College property:

- The student in whose name a vehicle is registered is responsible for any citation given while the vehicle is parked. In the event of a moving violation, the person operating the vehicle is responsible. If the operator of that vehicle is not a St. Andrews student, the student in whose name the vehicle is registered is responsible for any SAPC citations received.
- The speed limit on Magnolia and St. Andrews College Drive is 25 mph. The speed limit on Dogwood Mile is 35 mph. The speed limit on all secondary roads and parking lots on St. Andrews Presbyterian College Campus is 10 mph in order to accommodate pedestrians, wheelchairs, and waterfowl, which will be given the right-of-way at all times.
- All vehicles must be parked so that the parking decal is clearly visible from the street or parking lot. Backing into a space is strictly prohibited and a citation will be issued for this violation.
- Motorcycles may only be parked under the west overhang of Concord Hall or the north overhang of Winston-Salem Hall. When parking bikes at these locations, the bikes must be pushed, not ridden, to and from the residence halls.

TRAFFIC VEHICLE VIOLATIONS

Violations of the following parking and moving vehicle regulations will result in a fine and/or suspension of campus vehicle privileges:

- Unauthorized parking in a reserved/designated space (\$25.00).
- Parking at any yellow curb (Fire Lane) (\$25.00).
- Blocking wheelchair ramps (\$100.00).
- Driving vehicles to residence halls is prohibited, as is driving/parking on grass or ramps (\$100.00). (Exceptions may be made during housing check in/out)

- Exceeding a safe speed, careless and reckless driving on campus (\$100.00).
- Operating a vehicle on the Causewalk (The Causewalk is for wheelchairs, pedestrians, and golf carts operated by authorized personnel.) (\$100.00).
- The service road leading from Dogwood Mile to the cafeteria is for deliveries and employee parking only unless otherwise specified (\$50.00) or towing.
- The Belk Traffic Circle is closed to all vehicles except:
 1. EMS vehicles
 2. St. Andrews maintenance vehicles
 3. Handicap parking spaces located adjacent to Albemarle Residence Hall are for visitors/guests with disabilities only. Vehicles can be parked there during the hours 8:00AM until 6:00PM.
 4. Other times as designated and deemed appropriate by the College through e-mail and posted signs, such as move in and move out days.
 5. No student vehicles are allowed in this area at any time. This is a tow-away zone unless otherwise specified.

NOTE: Parking is not allowed on or adjacent to the driveway to the Liberal Arts Building over-hang. This area is used for handicap vehicle drop off and pick up, or emergency services.

NOTE: With the exception of driving to a residence hall/parking on grass/Handicap violations (\$100.00 fine), after the third violation the campus vehicle privileges are subject to being withdrawn or vehicle booted.

GUEST PARKING PERMITS

Any student having a guest on campus must obtain a guest's parking permit from the Office of Campus Safety and Security in the Belk Building. Visitor permits are good only for the date(s) stamped on them. Temporary permits for groups on campus will be coordinated with the Director of Administrative Services and the Director of Campus Safety and Security.

OVERNIGHT PARKING

Overnight parking is only permitted in designated lots. No overnight parking is permitted in streets. This includes the street adjacent to the PE Center.

IMMOBILIZATION (BOOTING)

Vehicle immobilization (booting) is a procedure used to prevent a vehicle from being moved from a parked (fixed) location.

A list of vehicle tags and/or decals with outstanding Parking Citations is generated on an ongoing basis. A vehicle identified with four (4) unpaid citations or the dollar amount of \$100.00 unpaid citations will be immobilized. An immobilized vehicle will not have the device removed until all outstanding fines and assessments have been paid.

Vehicles immobilized Monday through Friday with fines/assessments not being cleared prior to 5:00 p.m. will not be released until the next business day, following payment at the Business Office. Vehicles immobilized retrieved after 5:00 p.m. on Fridays, or on Saturdays and Sundays will not be released until payment is made in accordance with departmental procedures established by the Director

of Campus Safety and Security. The Department of Campus Safety and Security will only accept personal checks during the weekend or during holidays.

Persons found or identified without authorization removing, attempting to remove, tampering or causing damage in any manner to the immobilization device will be charged criminally for such act(s) and assessed for damages to said device.

TOWING AND IMPOUNDING

The College reserves the right to remove any vehicles parked in reserved spaces, roadways, fire lanes, handicapped spaces, grass plots, blocking trash dumpsters, abandoned/non-operational vehicles, and other violations as designed in the parking regulations. Vehicles are subject to be ticketed and towed without warning at the owner's expense. All towing, impound fees, fines and the SAPC citations must be paid before the vehicle will be released. St. Andrews Presbyterian College is not responsible for any damages to, the loss of, or theft from any towed vehicles. The process for retrieving a vehicle after it has been towed and impounded is as follows:

- Call the Department of Campus Safety and Security at Ext. 5112 to verify that your vehicle was actually towed.
- Find out why it was towed. All outstanding fees must be paid before vehicle can be released.
- A receipt will be given, along with a vehicle release form to the owner or operator to take to the towing establishment to recover the vehicle. Transportation to that establishment may be provided depending on the availability of officers and vehicles.

TRAFFIC FINE PROCESSING

St. Andrews Presbyterian College traffic fines are printed on the citations and should be paid in the Business Office in the LA Building. A copy of the ticket must be presented in order to process the fine. St. Andrews Community members have the right to appeal St. Andrews Presbyterian College parking citations. They may exercise this right through written appeal to the Director of Campus Safety and Security within five business days from receipt of the ticket. A traffic court consisting of the Dean of Students and one student from the Student Government Association will consider the appeal. The decision of the Traffic Court shall be final.

The Director of Campus Safety and Security is empowered to resolve complaints about St. Andrews College tickets for guests issued by Campus Safety and Security Officers. The following reasons will not be accepted as grounds for appeals:

- Lack of knowledge of traffic regulations
- Being late for class or an appointment
- Inability to locate a legal parking space
- Inclement weather

BICYCLE REGULATIONS

For the benefit of each owner, bikes must be registered with the Department of

Campus Safety and Security as early as possible in the beginning of the semester. This registration is free and is good for the entire time the bike is on campus. Skateboards, roller blades, and/or other wheeled conveyances are subject to the same rules as bikes and are therefore not to be used inside any buildings on campus, including residence halls.

The following regulations govern bicycle use on campus; violations are subject to administrative fines, SAPC citations:

- Bikes are not to be stored inside buildings during regular school sessions. During Christmas and Spring Breaks, it is required that bikes be removed from campus and taken home or stored in your room.
- Bikes are not to be operated on the wheelchair ramps at either end of the Causewalk or on the upper level of the Belk Building.
- Bikes are not to be operated inside any campus building.
- Locks and use of safe bike parking is strongly encouraged.
- Use caution when riding bikes on the walkways and when approaching blind corners.

STUDENT JUDICIAL SYSTEM

THE JUDICIAL PROCESS

The procedure followed at St. Andrews to resolve formal disciplinary matters is called the student judicial process. This procedure exists to assure that the elements of fundamental fairness will exist in all judicial processes for the students of our community who find themselves in conflict with the community's standards. All such conflicts are resolved by members of the St. Andrews community by a procedure which, though avoiding the formalities and complexities of a legal process, nevertheless respects the dignity of the individual as well as personal and community rights. With heavy reliance on the honesty of all participants, it is assumed that reasonable people, properly informed, can and will make judgments in the best interest of the college community. Decisions will be made based on the "preponderance of evidence." In other words, the hearing officer(s) will consider the information as presented during the hearing and will draw conclusions based on what was "more likely than not" to have occurred.

The following judicial structures and procedures have been set in place and are to be considered binding on all parties:

The formal responsibility for nonacademic discipline rests with the Dean of Students. All possible disciplinary matters begin with a complaint filed with a member of the Student Affairs staff (Dean of Students, Assistant Dean of Students, Director of Residential Services, Campus Safety, residence hall director, resident assistant, etc.) or by any member of the college community. Each complaint is investigated and, if formal disciplinary action seems called for, then the student or group alleged to have violated College policy is notified in writing by a staff member of the Student Affairs Office that the matter is being referred to an appropriate judicial body or hearing agent.

HEARINGS AND ADJUDICATIONS

All cases involving student infractions of College policies and regulations will

be adjudicated by the Dean of Students (or designee) or judicial committees except where noted. The Dean of Students will determine whether a case will be handled through an administrative hearing or be referred to the Community Judicial Committee. All students have the right to request an administrative hearing in lieu of appearing before the Community Judicial Committee.

1. The Dean of Students and a member of the Office of Student Affairs will hear all disciplinary cases where the infractions are of such a serious nature that suspension or dismissal of the student is possible.
2. The Community Judicial Committee will hear cases that pertain to violations against the community at large. These cases may involve quiet hour violations, altercations that threaten community harmony and violations of residential living policies.
3. During periods that the Community Judicial Committee does not function (first and last week of the term and when enough members are not on campus) all cases will be heard by the Dean of Students (or designee).
4. Judicial decisions by the above will be based on the "preponderance of evidence."

THE COMMUNITY JUDICIAL COMMITTEE (CJC)

This body will be established each academic year. Membership will be composed of the following five:

1. Three students selected to this body by the Student Government Association, not necessarily from among its own membership. One of these students will be the cabinet member specifically elected to the position of Student Judicial Representative.
2. One faculty member appointed by the Faculty Executive Committee.
3. A member of the Dean of Student's staff (as designated by the Dean of Students). This person will serve in an advisory capacity and will not vote.

The Community Judicial Committee (CJC) shall meet as needed during the academic year. The Student Judicial Representative will serve as chair of the Committee.

The chair of the Community Judicial Committee shall have the authority to:

- a. Direct the hearing
- b. Call recesses with the consent of other members
- c. Postpone hearings with the consent of other members
- d. Establish and take appropriate steps to maintain order at the hearings
- e. Appoint a secretary who will make a record of the proceedings including a summary of the charges, a summary of the information heard, and all rulings on the reception of information.

All vacancies on the Community Judicial Committee shall be promptly filled by the appropriate constituencies. It will be the responsibility of the Student Judicial Representative to see that this is accomplished.

RIGHTS AND RESPONSIBILITIES OF STUDENTS SUBJECT TO DISCIPLINARY HEARINGS

Students subject to disciplinary hearings have the following rights:

1. Student(s) shall be presented the charges brought against him/her in writing at least 24 hours before the hearing is scheduled. Any such notice shall also state that if the student fails to appear before the committee, the hearing shall be convened in his/her/their absence.
2. The students shall be entitled to a hearing by an impartial hearing agent. The student has the right to challenge the impartiality of a committee member. The other members will decide on the validity of the challenge.
3. The student shall be entitled to be present at the hearing during the presentation of any matter on which a decision may be based.
4. The student shall be entitled to present his or her case through statements, questions, witnesses and other forms of information.
5. If the hearing is before the CJC, the student shall be entitled to be accompanied by an advocate. An advocate shall be a member of the St. Andrews Presbyterian College faculty, staff, or student body. Advocates shall be allowed to speak for the person(s) represented; however, the hearing body may question the student directly.
6. The student shall be entitled to refuse to answer questions. Witnesses shall be required to answer all questions asked of them unless their answers would tend to incriminate them under any provisions of College policy.
7. The decision of the hearing body shall be made only on the basis of matters presented at the hearing.
8. The college/student shall be entitled to make a taped record of the events of the hearing. The college will require that taped records remain in its custody; provided, however, that the student has access to the record for all purposes relating directly to hearings and their appeals.
9. The student shall be entitled to a written notice of the results and findings of the hearing and to an explanation of the decisions rendered against him or her.
10. If the student's continued presence on campus is viewed as disruptive or dangerous, the Dean of Students and/or his/her representative may, at their discretion, direct the student to leave the college campus during the period of time that the hearing/appeal is being processed.
11. The student shall have the right to appeal the decision of the hearing body. Should he/she appeal, any action based on such decisions shall be held in abeyance until acted upon by the appropriate administrator. (For the appeal process please refer to that section in the *Saltire*)
12. All disciplinary hearings are closed to the public. Persons in attendance at closed hearings shall be limited to: (a) the hearing agent or members of the judicial committee, (b) the student and his/her advocate and (c) the witnesses (when giving information). Witnesses will only be permitted to be present during the presentation of their information.
13. If a student or group of students is asked to appear as a witness before a judicial hearing agent(s) and if he/she/they fail to appear for the hearing or investigation without just cause, this will be considered a violation of College policy and such students will be subject to further disciplinary action. The hearing will proceed as scheduled.

SANCTIONS

The following sanctions may be imposed by any hearing agent or judicial committee. In selecting any of these sanctions, the hearing agent must consider the seriousness of the offense, the maturity and needs of the individual or group found guilty of the offense, the needs of the community and the current disciplinary status, if any, of the offender(s). Sanctions are imposed to: (1) assist the individual or group involved in learning how to live more suitably within the opportunities and limitations created by the college's standards, (2) protect the excellence of the educational environment and (3) provide a vehicle for the rectification or correction of any damages resulting from misbehavior. Sanctions may be imposed only after a specific violation of College policy has been established. Failure to fulfill imposed sanctions within the specified time may result in further disciplinary action.

Sanctions that may be imposed by Student Judicial Committee

These may include but are not limited to any one or a combination of the following:

Warning

A Warning may be verbal or written. If verbal, a notation is made in the student's file. If written, an official letter is sent to the student outlining the offending actions, the consequences for those actions, and a warning of possible consequences for continued actions of the same nature. Notice of warnings are placed in the student's file and sent to the appropriate college officials.

Parental/Guardian Notification

The Family Educational Rights and Privacy Act (FERPA) allows the notification of parents or custodians in certain situations (e.g. alcohol and other drug violations.)

Reprimand with Probation

A Reprimand is an official letter indicating the nature of the unacceptable behavior choice(s) and indication of possible consequences for further misconduct. Included with this sanction is Probation for a period no less than four months.

Probation is a middle status between good standing and possible suspension from the College. Further misconduct during the probationary period is likely to result in restriction or suspension. A copy of the reprimand letter is placed in the student's file and sent to the appropriate college officials and parents or guardians.

Restitution

Restitution is compensation for loss, damage or injury through the payment of money or through appropriate work requirement related to the offense.

Loss of Privilege

Loss of Privilege is the taking away of specified privileges for a designated period of time.

Living and Learning Contract

A Living and Learning Contract is a disciplinary letter, which places a student on probation with specific requirements. The letter is signed by the student requiring him/her to satisfy certain requirements within a period of time.

Mandatory Referral

Student(s) may be referred to the Health and Wellness Center for mandatory assessment or counseling.

Disciplinary Service

Disciplinary Service is mandatory work assignments made by the Office of Student Affairs.

Restriction

Under Restriction the student continues in attendance, however, he or she will be on probation for a period of up to 12 months, required to perform disciplinary service, and will be ineligible to participate in extracurricular activities during the restriction period. If a student commits further misconduct during the restriction period the consequence will most likely be suspension. A copy of the restriction letter is placed in the student's file and sent to the appropriate college officials and parents or guardians.

SANCTION GUIDELINES

1. Because the sanctions of Written Warning (WW), Reprimand w/Probation (WP), Restriction w/ Probation (RP), and Parental/Guardian Notification (P/GN) are considered warnings that further action may be necessary for another violation of St. Andrews Presbyterian College policy, they rarely will be used without additional sanctions.
2. Fines and/or disciplinary service (DS) in addition to a written sanction will be imposed for most violations. If the seriousness of the violation does not warrant both a fine and community service, the fine will be the selected sanction.
3. Fines must be paid within two (2) weeks of the date of the hearing unless other arrangements are made between the fine recipient and the Dean of Students (or designee). Failure to pay the fine within the specified period usually will result in further sanctions.
4. The deadline for completing disciplinary service hours will be set by the hearing body after considering the circumstances of all parties involved. Disciplinary service hours will be monitored by the Dean of Students (or designee) through the appropriate supervisor such as, but not limited to, Director of Residential Services, the Director of the Physical Plant, Residence Hall Director or the Director of Campus Security.
5. Recommended but not automatic guideline sanctions for various offenses:
 - a. 1st Alcohol/Quiet Hours/Noise Violation \$30 fine */ WW
 - b. 2nd Alcohol/Quiet Hours/Noise Violation \$50 fine */ Alcohol Awareness, DS, RP, P/GN
 - c. 3rd Alcohol/Quiet Hours/Noise Violation \$300 fine*/Mandatory Referral, DS, RP, P/GN
 - d. Excessive/Disruptive Intoxication Alcohol Awareness/Mandatory Referral to the Dean of Students, P/GN
 - e. Failure to Comply with a College Official \$35.00 fine*/DS, RP

- | | |
|---|---|
| f. Other serious violations | \$50 fine*/ 20 hrs. DS,
RP |
| g. Further repetition of regular violations | \$75 fine*/ 25 hrs. DS,
RP |
| h. Steepest sanction imposed by CJC | \$200 fine*/ 50 hrs. DS,
RP |
| i. Extreme violation where the offender is
a threat to the cohesiveness of the
St Andrews community | Referral to the Dean of
Students with
recommendation, P/GN
*/ = and/or |
6. The CJC's actions on similar cases may be considered when determining the appropriate sanction. The CJC will impose different, more appropriate sanctions when it is determined that those sanctions would be more beneficial to the offender and the St. Andrews community.

SANCTIONS:

These sanctions may be imposed by the Dean of Students (designee) after a specific violation of college policy has been established.

Suspension

Suspension is a temporary separation of the student from the College. The student is excluded from the College for a period of up to one year. The student may not return to the campus for any reason without permission during the suspension period. Tuition and fees are not refundable when a student chooses behaviors that result in suspension. The student may request to be readmitted at the end of the suspension period by writing a letter to the Dean of Students, but readmission is never automatic. The College is under no obligation to readmit a student after a suspension. At the Dean of Student's discretion the suspension may be held in abeyance and any additional violations of College policy may result in the immediate implementation of the suspension. A copy of the suspension letter is placed in the student's file and sent to the appropriate college officials and parents or guardians.

Dismissal

Dismissal is permanent separation of the student from the College. The student is excluded from the College permanently. Tuition and fees are not refundable when a student chooses behaviors that result in dismissal. A notation is placed on the student's permanent file in the Registrar's office. A copy of the dismissal letter is placed in the student's file with the College and sent to the appropriate college officials and parents or guardians. The student may not return to campus for any reason without permission.

Interim Suspension Pending Hearings and Appeals

Although not a sanction, Interim Suspension is an action that can be initiated by the Dean of Students for the following reasons:

- a) To ensure the safety and well-being of members of the College community or to protect College property from damage;
- b) To ensure the student's own physical or emotional safety and/or well-being;
- c) If there is reason to believe that the student poses a threat of disruption to

or interference with the normal operation of the College.

During Interim Suspension, a student will be denied access to the College including classes and all other College activities or privileges pending hearings and appeals.

When the sanctions of suspension or dismissal are imposed, the individual will be required to leave the campus. Written permission must be requested in advance from the Dean of Students before a suspended or dismissed student may return to the campus.

Conditions that are reasonably related to the original offense and are believed necessary to facilitate the reasons for imposing the sanctions, may be attached to any sanction. Examples of such conditions include, but are not limited to: monetary penalty; restitution for damage, theft, or loss; loss of privileges such as use of alcoholic beverages, visitation or use of a motor vehicle; counseling; loss of a financial aid; or service and/or work assignments. Any condition attached to a sanction must be met within the duration of the sanction.

THE APPEAL PROCESS

Appeals of disciplinary decisions are reviewed only if they are submitted in writing. Three types of appeals are possible: (1) appeals seeking a review of the procedures, (2) appeals seeking a review of the severity of the penalties or (3) appeals based on new information not available at the time of the original hearing.

Appeal of disciplinary decisions made by the Dean of Students must be submitted to the Vice President for Enrollment and Student Services (or designee). Based upon his/her review, the Vice President may (1) confirm the original decision; (2) return the case to the Dean of Students for a new hearing; or (3) change the sanction(s) and/or the condition(s) originally imposed. In all cases, those concerned with the appeal will be provided a written rationale for the action taken.

Appeals of disciplinary decisions made by the Community Judicial Committee will be heard by the Dean of Students. Based upon his/her review, the Dean of Students may: 1) confirm the original decision; or 2) return the case to the Student Judicial Committee for a new hearing; or 3) change the sanction(s) and/or the condition(s) originally imposed. In all cases, the Dean will provide those concerned with the appeal with a written rationale for his/her actions.

All appeals must:

1. Be submitted in writing to the appropriate authority no later than two working days after the student has been notified of a decision.
2. Specify whether the appeal is based on:
 - a. procedures
 - b. severity of the penalty
 - c. new information not available at the time of the original hearing
3. Provide the necessary detailed information to support their position.

FINAL AUTHORITY FOR DISCIPLINARY MATTERS

As a result of the corporate status of the College, the President, as chief administrative officer, is charged with the internal direction of the college. Implied in this statement is that it is the President's and the Board of Trustees' authority to

take whatever action they deem appropriate, within established college policy and procedures, to protect the best interest of St. Andrews Presbyterian College. This authority may include the direct application of these policies and procedures by the President subject to review by the Board of Trustees.

DISCIPLINARY RECORDS

Disciplinary records are kept in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Thus, disciplinary actions are recorded on the student's "personal record" and are not placed on the student's transcript. At all times, these personal records are confidential and are not available to outside investigation agencies unless permission has been granted in writing by the student whose record has been requested or records are subpoenaed by a court of law. **However, in some cases parents or guardians will be notified of the disciplinary action.**

CONDITIONS FOR CONTINUED MEMBERSHIP

ACADEMIC DISHONESTY

Acts of academic dishonesty including but not limited to cheating and plagiarism are violations of the Community Honor Code. Faculty members will respond to such violations in a manner they deem appropriate. The faculty member will report the incident and any action taken, including any impact on the student's grade, to the Associate Dean for Academic Affairs and to the student. According to the severity of the reported academic dishonesty or in multiple reports of academic dishonesty, the Dean of the College may take further disciplinary action and such action will become part of the student's permanent record.

In the event a student feels the grade for a course is not a fair evaluation of his or her performance (including academic dishonesty), the student may initiate a grade appeal procedure as described in the Academic Catalog. The Dean of the College must ratify the decision of the grade appeal committee. The decision of the committee may be appealed to the President of the College. Grounds for appeal are:

- Severity or impropriety of sanctions
- Significant new evidence not reasonably available at the time of the original grade appeal committee decision, or
- Significant departure from the specified grade appeal procedures

Note: An appeal process is a review of the finding of the previous adjudicating body. It is not a new hearing on the original evidence. All evidence considered by the Grade Appeal Committee will be made available to the President of the College in the event its ratified decision is appealed.

PLAGIARISM, PARAPHRASING AND THE USE OF QUOTATIONS

Plagiarism is a Community Honor Code violation. It is the presentation of another's words or ideas as one's own, and thus is an instance of stealing, cheating, and lying.

Institutions need to make clear what ethical principles guide the writing of critical essays and papers. This statement is made in order to clarify some of these points and to forestall claims of innocence and ignorance regarding plagiarism in

its two most common forms: the use of direct quotations and paraphrasing.

Webster's New Collegiate Dictionary defines plagiarizing in this way:

"To steal, purloin, and pass off as one's own the ideas, words etc. of another."

If a student deliberately copies the exact words of a clause, sentence, or paragraph written by another without enclosing these words in quotation marks (or otherwise indicating a direct quote) and citing the source in a footnote, the student is guilty of plagiarism. If a student presents ideas of another person in his or her own words without citing the source in a footnote or parenthetical note, the student is guilty of plagiarism also.

The mere fact that the student has not quoted the author's words directly does not absolve the student from the responsibility of giving credit for ideas from sources other than his/her own.

Plagiarism can be avoided by following careful procedures when paraphrasing and using quotations. Webster's New Collegiate Dictionary says that to paraphrase is "To say the same thing in other words. A restatement of a text, passage, or work, giving the meaning in another form." In general, the procedure for paraphrasing is this: the student should read the material to be paraphrased as often as necessary to grasp the substance of the writer's idea. Then, without referring to the source, the student should write a version of the idea. Finally, the student should check his/her statement against that of the original source in order to be sure that (1) the student has not unconsciously reproduced the author's words and (2) the student has accurately represented the thought of the source. Then the student should cite the source of the paraphrase in a footnote or parenthetical note. Good scholarship requires the limited and discriminating use of quotations. The student should use quotations only when there exists the need to reproduce precisely the author's position or to show that the writer's phrasing was so vivid or felicitous that the student could not improve upon it.

A critical essay or research paper should not consist of a series of paraphrases and quotations. The student must learn to remember the source of the ideas and information, and must clearly cite those sources relied upon. In addition, the paper must show in writing that the student can analyze, interpret, and evaluate the source materials, which are encountered.

For specific illustrations of appropriate uses of sources, guidelines for proper attribution, and examples of paraphrasing and plagiarism, see the following website: <http://www.northwestern.edu/uacc/plagiar.html>.

ALCOHOL & OTHER DRUGS (AOD) POLICY

AOD-ALCOHOL

INTRODUCTION

Freedom of choice and diversity of opinion have long been traditions at St. Andrews Presbyterian College. The College has never perceived its role to be one of telling students what they should or should not believe or what choices they should or should not make regarding various issues. The specific issue of whether or not to drink alcoholic beverages is no exception to this belief. The College believes that it has the responsibility to encourage and sustain a learning environment that both respects individual freedom and promotes the health, safety, and welfare of all members of its community. This responsibility, as it relates to alco-

holic beverages on campus, carries with it the following expectations:

- That all those who choose to drink alcoholic beverages will do so within the boundaries of the laws, policies, and procedures set forth in this document. The violation of state laws and the abuse of alcohol are deemed unacceptable by the College.
- That those of legal age who choose to drink alcoholic beverages will do so responsibly. Irresponsible drinking may result in drunken driving, accidents, alcoholism, or other serious health issues. Irresponsible drinking may often result in other side effects that are not conducive to the learning environment established by the College.
- The College believes that its alcohol policy should be carried out in a way that balances enforcement and education.
- The College believes that it has a responsibility to provide educational programs concerning alcohol and other substances with the overall objective of promoting an environment conducive to responsible decision-making concerning alcohol use by all members of the campus community. It shall be the goal of the Student Affairs Office, in conjunction with other appropriate campus organizations and offices to implement this broad-spectrum programming.

LEGAL REQUIREMENTS OF THE STATE OF NORTH CAROLINA

The following is a summary of the North Carolina General Statutes as stated in the Alcoholic Beverage Control Laws. The complete set of general statutes regarding alcohol consumption may be found in the Student Affairs Office. The College's Alcohol Policy is based on these statutes.

- It is against the law to sell or give beer, wine, liquor, or mixed beverages to anyone under 21 years of age.
- It is against the law for a person under 21 years of age to purchase or possess beer, wine, liquor, or mixed beverages.
- A violation of either item above by a person who is less than 21 years of age is a misdemeanor.
- Any under-age person who aids or abets another in violation of the above shall be guilty of a misdemeanor punishable by a fine of up to \$500 or imprisonment for up to six (6) months.
- Any person over the lawful age who aids or abets another in the violation of the above shall be guilty of a misdemeanor punishable by a fine of up to \$2,000 or imprisonment for up to two (2) years or both.
- It is unlawful for any person to obtain alcoholic beverages by using or attempting to use the following:
 - Fraudulent or altered driver's license
 - Fraudulent or altered identification documents other than a driver's license
 - Driver's license issued to another person
 - ID documents other than a driver's license that have been issued to another person
- It is unlawful for any person to allow the use of his or her driver's license or any other official document of any kind by any person who violates or attempts to violate the laws stated above.

- A violation of the above, if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, will result in the court filing a conviction report with the Division of Motor Vehicles. Upon receipt of the conviction report, the Division of Motor Vehicles will revoke the person's license.

COLLEGE POLICIES REGARDING THE CONSUMPTION AND HANDLING OF ALCOHOLIC BEVERAGES

GENERAL POLICIES

These policies are recommended but not automatic guideline sanctions.

1. Students, faculty, staff, and their guests, are expected to comply with these guidelines and the North Carolina Alcohol Beverage Control Laws.
2. Consistent with state law, students under 21 years of age are not permitted to possess or consume alcohol. The penalties for violation of this law are:
 - *First Offense* - \$30 fine and/or Written Warning
 - *Second Offense* - \$50 fine and/or Alcohol Awareness, Disciplinary Service, Restriction with Probation, Parental/Guardian notification
 - *Third Offense* - \$300 fine and/or Mandatory Referral to the Dean of Students, alcohol assessment at the student's expense, Disciplinary Service, Restriction with Probation, Parental/Guardian notification
 - *Fourth Offense* - Suspension
3. Any guest of a student, faculty member, or staff member who is engaging in disorderly or disruptive behavior will be asked to leave the campus immediately and may not be welcome to return.
4. It shall be the general policy of this college that no multiple serving containers such as kegs and alcoholic containers of more than 32 fluid ounces will be permitted on campus. The penalty for first offense possession of a keg or other multiple serving containers is a \$50 fine, community service and restriction; second offense, a \$100 fine and possible suspension.
5. Alcoholic beverages are strictly prohibited in all residence halls unless specifically allowed, all academic buildings, the PE Center, at all athletic events, and on all athletic fields.
6. Possession or consumption of alcoholic beverages on campus is prohibited during athletic preseason training, new student orientation (Fall and Spring Semester), and through registration. Returning students who violate this regulation may be required to leave campus. New students who do so are subject to normal disciplinary procedures as described previously and below.
7. Possession or consumption of alcoholic beverages is prohibited during holidays/breaks when students receive permission to remain on campus.

DRUNK, DISRUPTIVE, OR DISORDERLY BEHAVIOR

Excessive intoxication, disruptive or disorderly behaviors are not acceptable choices of behavior. Persons whose alcohol consumption produces loss of self-control, abuse of the person or rights of others, excessive disturbance or destruction of property will be held accountable for their behavior.

The penalties for excessive/disruptive intoxication are:

- *First Offense* – Alcohol Awareness/Mandatory Referral to Dean of Students, Parental/Guardian Notification
- *Second Offense* - Restriction and Restitution and Disciplinary Service, Parental/Guardian Notification
- *Third Offense* - Revocation of the housing contract and Suspension from the College for a semester.

PUBLIC AREAS

The consumption of alcohol is allowed by persons of legal age during specific college permitted events or parties. No person shall consume alcoholic beverages or possess open original or secondary containers containing alcoholic beverages in any public area of the campus. The penalties for public consumption of alcoholic beverages by students under age 21 are described above in the section on General Policies, item 2. The penalties for violation of this policy by students 21 or older are:

- *First Offense* - Written Warning
- *Second Offense* - Reprimand with Probation and a minimum of eight hours disciplinary service, Parental/Guardian Notification.
- *Third Offense* - Restriction and a minimum of 15 hours disciplinary service, Parental/Guardian Notification

RESIDENCE HALL AREAS

All residence halls are alcohol-free except Granville ADLs, Orange Hall and Pate Hall. Community members over the age of 21 who wish to consume alcoholic beverages in residence hall rooms, suites, courtyards and main lounge must do so only in Orange Hall. Alcohol consumption in Pate Hall and Granville ADLs is limited to the student's rooms. No consumption of alcohol is allowed in the suite lounges, courtyards or main lounges.

Possession and/or consumption of alcohol in any area of campus not designated as authorized for such will result in judicial action.

- *First Offense* - Written Warning
- *Second Offense* - Reprimand with Probation and a minimum of eight hours disciplinary service, Parental/Guardian Notification.
- *Third Offense* - Restriction and a minimum of 15 hours disciplinary service, Parental/Guardian Notification

DRINKING GAMES OR CONTESTS

Participation in drinking games or contests is not an acceptable behavior choice. This activity carries a high risk and can have a devastating impact on a student's health and safety.

- *First Offense* - Reprimand with Probation and a minimum of eight hours disciplinary service.
- *Second Offense* - Restriction and a minimum of 20 hours disciplinary service, Parental/Guardian Notification.
- *Third Offense* – Suspension.

AOD-OTHER DRUGS

Use of drugs in such a way as to interfere with the maintenance of an environment of high standards of professional and personal conduct is seriously detri-

mental to our efforts to fulfill the mission of the College and is an unacceptable behavior choice. As a community, our concern is primarily for the individual and will encompass programs of intervention, education, and supportive counseling. Such an approach flows from our shared sense of responsibility for the well-being of all members of the St. Andrews community. However, all local, state and federal laws will be observed regarding the possession, use, and distribution of illegal substances.

This policy complies with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226).

POSSESSION OF DRUG PARAPHERNALIA

Students should be aware of the State law pertaining to drug paraphernalia, and should take special note to those items legally defined as “drug paraphernalia.” The use and/or possession of drug paraphernalia will be considered an additional charge when the illegal possession or use of any controlled substance is proven. This additional charge will impact sanctions.

Minimum sanction: Reprimand with Probation

DRUG SCHEDULE

A more complete list of specific drugs according to their Schedule designation is available in NC General Statutes in DeTamble Library, through the Office of Campus Safety and Security, or on-line.

Schedule I or Schedule II Including, but not limited to heroin, mescaline, lysergic acid diethyl amide, opium, cocaine, amphetamine, methaqualone

Schedules III through VI Including but not limited to marijuana, pentobarbital, codeine

Illegal Possession of Drugs

Illegal possession of any controlled substance may be actual or constructive. Actual possession is established as occurring at the time and constructive possession is established by an individual's power and intent to control disposition. The fact that a controlled substance is found on premises controlled by an individual permits an inference that the individual knowingly possessed the substance. Possession or use of illegal drugs is prohibited.

SANCTIONS

- *First Offense* – Sanction Range: Reprimand with Probation to Dismissal*

*Depending upon the situation, an interim suspension may be initially implemented and the Dean, in consultation with the student and his or her parents or guardians, will discuss the personal circumstances of substance abuse and conditions of return. At the Dean's discretion the suspension may be held in abeyance for a year and the student be allowed to return to campus once a professional recommendation is made from a private provider of the student's choice. During this time the student must consent to random drug testing and counseling (at the student's expense). If at any time during the year the student violates any policy or test positives the suspension goes

into full-effect from the date of the positive drug test or the policy violation. If the student returns to campus under the abeyance it will be so under the sanction of restriction and probation for a determined period of time.

- *Second Offense:* - Sanction Range: Substance Abuse Education and Assessment to Dismissal

SALE, MANUFACTURE, DELIVERY OR POSSESSION OF ILLEGAL DRUGS

Behavior that involves the illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or deliver, any controlled substance.

Sanction: Immediate dismissal.

DRUG TREATMENT AND EDUCATION

Any student who seeks help with a substance abuse problem before a disciplinary situation arises will receive assistance in gaining intervention without risk of disciplinary action. However, this action should not become a cover for continued drug abuse, and this remedy may only be used once by the same person during his/her tenure at St. Andrews.

St. Andrews does not have a drug treatment facility or the counseling resources to help students with drug problems that entail long-term intervention. However, the Counseling Center is available to help refer students to appropriate intervention resources, and can assist in short term intervention needs.

St. Andrews Presbyterian College recognizes the health risks that are associated with the abuse of substances. It will be the institution's responsibility to inform and educate the college community of these risks.

COMPLYING WITH REQUESTS FROM COLLEGE OFFICIALS

Failure to comply with the requests of college officials (e.g. faculty members, administrators, Campus Safety and Security, student affairs or residence life staff, food service staff, and others) acting in the performance of their duties is a serious violation of the Conditions for Continued Membership. Such conduct, as failure to evacuate during fire alarm, failure to comply with sanctions, provide an ID, falsification of identification, or uncooperative or threatening behavior will result in disciplinary action.

Sanction Range: \$35 fine and/or Disciplinary Service to Reprimand with Probation

CONVICTED FELONS

Any student convicted of, or pleading guilty or nolo contendere to, a felony will be suspended immediately. It should be understood that no application for readmission will be considered for one full academic semester; however, readmission is never automatic. During that semester, the suspended student is not allowed to enter college property without prior permission of the Dean of Students or designee.

Minimum Sanction: Suspension

DISORDERLY CONDUCT/VIOLATION OF LAWS

Behavior that disrupts the regular functions of the St. Andrews community, including behavior that breaches the peace or violates the rights of others, is a violation of the Conditions for Continued Membership and will result in sanctions. This may include behavior that violates federal, state or local laws, even if formal charges have not been filed.

Sanction Range: Reprimand with Probation to Dismissal

FIGHTING

Fighting in the form of physical altercation or physical assault is not an acceptable behavior choice and will result in disciplinary action for all involved. From pushing and shoving to hitting and choking, all forms of physical encounters between two or more persons will result in sanctions.

Sanction Range: Reprimand with Probation to Dismissal

FIRE-SETTING OR TAMPERING WITH FIRE SAFETY EQUIPMENT

The creation of a fire hazard, endangering the safety of persons or property through tampering with fire safety equipment, improper use and/or possession of inflammable or hazardous substances, fire setting, or arson are against College policy. Any violations may result in suspension.

Sanction Range: Reprimand with Probation to Dismissal

FIREWORKS

North Carolina law prohibits the use of fireworks on a college campus, public or private.

Sanction Range: Warning to Reprimand with Probation.

HARASSMENT

The threatening of or any verbal abuse directed toward a member of the College Community will be considered harassment. Harassment includes, but is not limited to, communication of a threat, defamation of character, verbal assaults, indecent language, and derogatory, sexist, or racist remarks or any behavior that puts another member of the College Community in a state of fear or anxiety.

For more detailed information on Sexual Harassment refer to the section on Sexual Harassment Policy and Procedures described later in this chapter.

Sanction Range: Reprimand with Probation to Suspension

HAZING

Hazing is prohibited at St. Andrews. Hazing is defined in NC Statute as follows: "to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him, or to subject him to personal indignity." This can address any action taken or situation created intentionally, whether on or off campus premises, to produce mental or physical discomfort or embarrassment in others. Hazing is a violation of North Carolina statutes 14-35 and 14-36. Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he shall, in addition to any punishment imposed by

the court, be expelled from the college or school he is attending. NC Law cites in the statute that the faculty or governing board of any college or school charged with the duty of expulsion of students for proper cause shall, upon such conviction at once expel the offender, and a failure to do so shall be a Class 1 misdemeanor. Violation of the campus hazing policy will be addressed administratively and will result in campus judicial action of suspension and may carry misdemeanor charges that are punishable by law.

Sanction: Suspension

MISUSE OR VANDALISM OF COLLEGE PROPERTY

The unauthorized possession, use, or vandalism of college property including, but not limited to, the unauthorized use of college vehicles or of college keys is a violation of the Conditions of Continued Membership.

Misuse of computer facilities is also a misuse of College property and includes but is not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and password.
- Use of computing facilities to interfere with the work or another student, a faculty member, or College official.
- Use of computing facilities to send obscene, abusive, harassing or disruptive messages.
- Use of computing facilities to create false IDs.

Sanction Range: Reprimand with Loss of Privilege to Suspension

SEXUAL ASSAULT/MISCONDUCT POLICY

St. Andrews values the health and safety of every individual on campus and expects students to treat other persons with respect and dignity. Any behavior, including coercion or force, which causes the sexual abuse of another person, will not be tolerated, is a violation of the Code of Conduct, and may result in sanctions up to a student's dismissal from the College. Disciplinary action on the part of the College does not preclude the possibility of criminal charges against the accused individual. For more information about the College's policy and response as well as a guide to follow if you or someone you know has been assaulted, refer to Appendix B

Sanction Range: Suspension to Dismissal

SEXUAL HARASSMENT POLICY AND PROCEDURES

St. Andrews has a special obligation to foster an environment that is based upon the moral and ethical foundations of the Church, according to the Statement of Purpose.

Sexual harassment in any situation is reprehensible. It subverts the mission of the College, and threatens the careers of students, faculty members, and staff. For specific information about the policy and the College's response and procedures, refer to Appendix C.

Sanction Range: Reprimand with Probation/Restitution to Dismissal

THEFT/DISHONESTY

Acts of dishonesty, theft of property, fraud, unauthorized use of facilities or equipment, and providing false information are all forms of theft or dishonesty and considered violations of the Community Honor Code. Acts of dishonesty include, but are not limited to:

- Fraud, e.g. bouncing bad checks, utilizing another's bank, check or credit card
- Furnishing false information to any College official, faculty member, or office; possession of a fake ID
- Tampering with the election of any College recognized student organization
- Providing a legal age wristband to a person who is underage.

Sanction Range: Restriction with Probation to Dismissal

THEFT OF PROPERTY

Theft is a serious breach of the community standards because it destroys trust. Possession of stolen goods or the unauthorized use of automobiles, credit cards, calling cards, or identification is theft.

Sanction Range: Restitution to Dismissal

UNAUTHORIZED REMOVAL OF MATERIALS FROM ANY CAMPUS RESOURCE

Removing materials from any College Resource without checking them out and/or mutilation of any materials (such as cutting out articles from newspapers, software on computers, etc.) is considered a Community Code Violation. Each violation may be reported to the student judicial system for action.

Sanction Range: Warning to Restitution

WEAPONS

North Carolina law (House Bill No. 499, April 1971) "strictly prohibits the possession of any gun, rifle, pistol, bowie knife, dagger, switch-blade knife, explosive of any kind, etc.," on any college campus, public or private. Thus, any item that might reasonably be considered a weapon, functional or non-functional, is prohibited from the St. Andrews campus.

Possession of a firearm on campus, either in the residence hall or in the vicinity thereof, is a very serious violation of College policy, and will severely jeopardize a student's ability to continue at St. Andrews and will be dealt with according to State Law.

Sanction Range: Confiscation of weapon to Dismissal

STUDENT GOVERNMENT

The Student Government Association (SGA) is the official representation of the student body. One of the main purposes of the SGA is to foster communication between the administration and the student body. SGA functions as an administrative body and as a service to all community members. The SGA is able to represent student opinion on college committees, and the president and vice-president are able to attend faculty meetings. Students are encouraged to take advantage of what the SGA offers. Students are represented by Senators who are

elected to ensure that their constituents' concerns regarding college affairs are dealt with as effectively as possible.

In addition, all SGA officers welcome input from students who wish to share their views. SGA is the administration's primary source of student opinion.

The administration and faculty value student opinion and involvement, and urge students to take advantage of their power, constructively, by becoming active members of the SGA.

CONSTITUTION OF THE SGA

Preamble

We the students of St. Andrews Presbyterian College, in order to form a legitimate system of self-governance, provide a forum for community concerns, and encourage academic growth complemented by varied student activities, do ordain and establish this Constitution.

Article I. Name

This organization is to be known as the St. Andrews Student Government Association, hereinafter referred to as the SGA.

Article II. Membership

Every student at St. Andrews Presbyterian College is a member of the SGA.

Article III. Officers of the SGA

Section 1

The following officers of the SGA shall be elected by the members of the SGA: the President and Vice President of the SGA, the Student Judicial Committee Representative, the Community Judicial Committee Representative the President of the Student Activities Union, and the President of the Christian Student Fellowship. Residence Hall Presidents and Vice Presidents shall be elected by the members of each Residence Hall. The Senate may designate other officers of the SGA as elected officers.

Section 2

Cabinet Officers shall be elected by simple majority. If no candidate receives a simple majority a run-off election shall be held. In all other elections the candidate with the highest number of votes will be declared the winner.

Section 3

All elected members of the SGA as well as all other students with leadership positions in the SGA must be full time students and must have, at the time they assume office, two consecutive semesters as a student at St. Andrews and a 2.5 cumulative grade point average (CGPA) and not be on social or academic probation, and must maintain such CGPA throughout their term. If the CGPA of a member or officer falls below 2.5, or the person is on academic probation, then it is the responsibility of the member or officer to report the fact to the Dean of Students and to tender, in conjunction with such report, the member's or officer's resignation. Failure to report a CGPA below 2.5 is considered a Community Honor Code violation, which may subject the member or officer to disciplinary action as outlined herein. The Faculty Executive Committee may grant exemptions to these eligibility requirements.

Section 4

The terms of office of the officers of the SGA shall be one year in length and

shall commence and end on the third Tuesday in April of each year.

Section 5

Board of Elections

- A. Authority for administering all voting procedures in the SGA shall be vested in a Board of Elections.
- B. The Board of Elections shall consist of 5 members of the SGA at large, one of whom shall be designated the chair, and shall be nominated by the President of the SGA and approved by the Student Senate. The Board of Elections shall choose a faculty advisor.
- C. The Senate with the concurrence of the Cabinet shall establish the by-laws concerning the functioning of the Board of Elections and procedures for elections. No changes in these by-laws shall take effect until after an election has occurred.

Section 6

Impeachment

Any elected or appointed officer of the SGA may be removed from office for neglect of duty, misconduct or malfeasance of office, and/or any constitutional violations by a two-thirds majority vote of the Senate.

Article IV. Legislative Department

Section 1

The Student Senate

The legislative power of the SGA shall be vested in the Student Senate.

Section 2

Membership

The Student Senate shall consist of the Vice-President of the SGA, the President and Vice-President of each residence hall, and two off-campus student representatives. The Student Senate shall elect a faculty advisor.

Section 3

Officers

The officers of the Student Senate shall be the President, President Pro Tempore, and Secretary.

- A. The Vice President of the SGA shall be the President of the Student Senate and shall be elected in a general election as prescribed in the Elections Bylaws of this Constitution. The President shall call for and preside over meetings of the Senate, oversee the administrative operations of the Senate, form agendas for all Senate meetings, appoint all committees and their chairs, and act as an ex-officio member on all Senate Committees. The President shall only vote in the event of a tie. The President shall perform such additional duties as the Senate may assign. The President of the Senate shall serve as the Senate representative to the Cabinet.
- B. The President Pro Tempore of the Senate shall be elected by the Senate at its first meeting. The President Pro Tempore shall serve in the absence of the President and shall assume the office of the Vice-President should the office be vacated.
- C. The Secretary of the Senate shall be elected by the Senate from outside its membership upon the recommendation of the President of the Senate. The

Secretary shall attend to all official correspondence of the Senate and maintain its files and archives.

Section 4

Powers and Responsibilities

The Student Senate shall have authority and responsibility as follows:

- A. The Senate shall consider all questions of student welfare and general student interest, taking action as appropriate.
- B. The Senate shall establish rules governing student life consistent with College policies and the provisions of this Constitution.
- C. The Senate shall allocate SGA funds to chartered student organizations and review monthly audits of SGA accounts by the Treasurer.
- D. The Senate shall establish those committees necessary for the operation of the business of the Senate. The Senate shall approve appointments to committees made by the President of the Senate by simple majority vote.
- E. The Senate shall establish a Budget Committee consisting of five appointed Senators and shall be chaired by the SGA Treasurer. After receiving the Treasurer's budget proposal, this committee shall review the budget requests of officially chartered organizations. The Budget Committee shall then refer their revised proposal to the entire Senate for approval. Upon Senate ratification by majority vote, the President of the Senate shall present this budget to the President of the SGA for approval or veto. This committee shall meet regularly and make reports to the Senate concerning the financial status of the SGA.
- F. The Senate may require reports from any officer of the SGA and any chartered or subsidiary organization.
- G. The Senate shall try any officer of the SGA charged with and found guilty of malfeasance or nonfeasance in office, with the concurrence of two-thirds of the Senators present and voting.
- H. The Senate shall normally meet weekly, with times and locations to be determined by the Senate. All Senate meetings shall be open to all members of the College Community unless the meeting is closed by a two-thirds vote of the Senate. Additional requirements for a closed meeting may be found in the Bylaws of the Student Senate.
- I. A quorum shall consist of ten Senators. Official business of the Senate should not be conducted without a quorum.
- J. Nothing in this Constitution or its Bylaws shall be construed to deny the right of any student to initiate legislation by petition. The Senate may prescribe the procedure for the initiation of legislation.
- K. The Senate shall not enact any legislation abridging the authority of the Trustees, Administration, or Faculty of the College.

ARTICLE V. Executive Department

Section 1

The President

The executive power shall be vested in a President of the SGA, who shall be elected according to procedures outlined in this Constitution. A student must be a rising academic junior or senior to occupy the office. If a vacancy occurs with-

in the office of the President by graduation, resignation, or removal, the Vice-President shall succeed to the office of President.

Section 2

Powers and Responsibilities of the President

- A. The President shall preside over the Cabinet and shall be responsible for the overall direction and organization of the SGA.
- B. The President from time to time shall give to the Student Senate information pertaining to state of the SGA, and shall recommend for its consideration such measures judged necessary and expedient.
- C. The President, as the official representative of the SGA, shall respond to actions taken or proposals made in areas of general student concern.
- D. The President shall uphold all provisions of this Constitution, the Bylaws and the Laws of the SGA, and shall oversee their faithful execution.
- E. The President may call special meetings of the Student Senate.
- F. The President may require a formal written interpretation from the CJC Rep. of any provision of the Constitution, its Bylaws, or of any charter, law of the SGA, or administrative action, but final interpretation of all Constitutional questions shall rest with the CJC.
- G. The President shall make appointments under this Constitution with the concurrence of the Cabinet and the approval of the Senate.
- H. The President shall, with the concurrence of the Cabinet, recommend to the Faculty Executive Committee student members for appointment to faculty committees.
- I. The President may appoint, with Cabinet approval, staff assistants or aides not provided for in this Constitution who shall serve at the behest of the President.

Section 3

Cabinet: Membership, Duties, Powers, Terms of Office, Eligibility

- A. The Cabinet shall be composed of the President, Vice-President, Attorney General, Student Defense Counsel, Treasurer, President of the Student Activities Union, and the President of the Christian Student Fellowship. These officers shall appoint a Secretary. The Cabinet shall choose an advisor.
- B. The Cabinet shall aid in the coordination of student programs. It shall make recommendations to, ask opinions of, and hear all College related bodies, and implement student legislation.
- C. The Cabinet has the ability to monitor all operating codes, financial activities, Bylaws, and memberships of all student organizations.
- D. The Cabinet shall appoint other individuals to executive committees required for the performance of Constitutional duties.

Section 4

Cabinet Officers: Duties and Responsibilities

- A. *Student Judicial Committee Representative* -The primary responsibility of the Student Judicial Committee Representative is to attend all SJC functions and act as an ambassador between that committee and the Cabinet.
- B. *Campus Judicial Committee Representative* - The primary responsibility of

the Campus Judicial Committee Representative is to attend all CJC functions and act as an ambassador between that committee and the Cabinet.

- C. *Treasurer* - The Treasurer has jurisdiction over all financial affairs of the SGA. The Treasurer shall advise the Cabinet on the financial status of the SGA and all chartered organizations. Working in consultation with Senate Budget Committee, the Treasurer shall submit a budget for Senate consideration two weeks after the beginning of the fall term. The Treasurer shall conduct a monthly audit of each student organization and may freeze unencumbered SGA funds with Cabinet approval. The Treasurer shall chair and call meetings of the Leadership Council.
- D. *Secretary* - The Secretary shall keep and distribute minutes of Cabinet meetings and assist in the communication of Student Government information among students and within the broader St. Andrews community.

Section 5

The Saltire Review Committee

- A. The President, in consultation with the Dean of Students and with the concurrence of the Cabinet, shall appoint a *Saltire* Review Committee and designate one of its members as the chair.
- B. The *Saltire* Review Committee shall review the *Saltire* and receive any recommendations relative to any of its provisions.
- C. The *Saltire* Review Committee may, with the approval of the Senate, make recommendations to the faculty Student Affairs Committee for changes in the *Saltire*. The Student Affairs Committee recommends the following guidelines to review the *Saltire*. Discussion and formulation of recommendations should consider the following principles:
- Patience and concern for others.
 - Respect for students.
 - Respect for faculty, staff, students and others who work on our campus.
 - Respecting the person or group charged with decision-making responsibility.
 - Respect for College property.
 - Respect for individual freedom and responsibility.
 - Fairness of regulations and enforcement.
 - Recognition of the College's responsibility to maintain the buildings and campus for present and future students.
 - Treating all participants in the deliberation process with understanding and respect.
 - Consultation with representatives of those who will be affected.
 - Moral and legal reasons to comply with the fire code.
 - Safety of all parties.
 - Regulations, when not enforced, invite frustration, confusion, and mistrust.
 - Consideration of how actions reflect upon the College, or upon others in the college community.
 - Consideration of the points where individual freedom encroaches upon the freedom of others or upon the quality of our community.
 - Consideration of costs involved and who bears them.
 - Pride in high standards of quality.

- Holding authority, responsibility, and accountability together.
- Balancing rights and responsibilities.

Section 6

The Leadership Council

The Leadership Council, chaired by the Treasurer, shall be composed of the Presidents (or delegates) of all campus organizations receiving SGA funding. OSA shall recommend an advisor.

Article VI. Residence Hall Organization

Section 1

Residence Hall Officers

- Each residence hall shall elect from within the residence hall membership a President, Vice-President, Treasurer and Social Chairperson in accordance with procedures outlined in the Elections Bylaws of this Constitution. These officers must be full-time residents of the residence hall.
- If a vacancy occurs within the office of the President by graduation, resignation, or removal, the Vice-President shall succeed to the office of the President. If the office of the Vice-President becomes vacant by succession, graduation, resignation or removal, the office shall be filled by a duly constituted residence hall election. If both offices are vacated simultaneously, the offices shall be filled by a residence hall election.
- A residence hall President and Vice-President may be impeached by a two-thirds vote of his/her constituents.

Section 2

Residence Hall Councils: Memberships and Powers

- A Residence Hall Council shall meet regularly and shall be responsible for the general welfare of the students in a particular residence hall.
- The membership of each Residence Hall Council shall consist of the President, Vice-President, Treasurer, Social Chairperson, and Suite Leaders of the respective residence halls. The RD for the hall will serve in an advisory capacity to the Council, but shall not have voting privileges. Any member of the Council may call Residence Hall Council meetings.
- The Residence Hall Council shall have the power to make policies pertaining to the residence hall, not in conflict with college policies, and to oversee social plans of the residence hall.

Article VII. Student Activities Union

Section 1

Membership

The Student Activities Union (SAU) consists of the elected President of SAU; the social chair of each residence hall; Director of Student Activities, who acts as the advisor to SAU; and any other students interested in planning and being involved with campus activities.

Section 2

Duties

The SAU shall coordinate all campus-wide social activities in cooperation with the OSA and assist residence halls and other student organizations with programming. Members of SAU are also strongly encouraged to take part in the GANZA

planning committee.

Section 3

President

The President of SAU shall be responsible for the overall organization of campus-wide social activities and shall preside over all meetings of the Union. The President shall also advise the GANZA committee and attend those meetings.

The President of SAU cannot be an officer of any other chartered club or organization in order to eliminate conflicts of interest or biases in decision making.

Article VIII. Christian Student Fellowship

Section 1

Membership

The Leadership Council of the Christian Student Fellowship (CSF) consists of a President, Vice-President, Secretary, Treasurer and Social Chair. The Leadership Council shall choose an advisor.

Section 2

Duties

The CSF shall coordinate programs to further spiritual growth in the college community, sponsor the activities of the various standing committees, provide the means by which college and community communications and understanding may be promoted, and make appropriations for such programs.

Section 3

The President

The President of the CSF shall be responsible for the overall organization of the activities sponsored by the Fellowship. Additional duties of the President are listed in the Bylaws of the Fellowship.

Article IX. Amendments

Section 1

The Senate may propose an amendment to the SGA Constitution by a two-thirds vote of its membership. The proposed amendment shall be posted in the Belk Center for two weeks, at the end of which time it is presented to all SGA members for a vote. A two-thirds vote of the SGA members voting is necessary for adoption. If adopted, it is subject to the approval of the Faculty and becomes effective with the signature of the President of the College and the approval of the Board of Trustees.

Section 2

The members of the SGA may initiate an amendment by presenting a petition to the President of the SGA signed by at least one-third of the members of the SGA as verified by the Registrar of the College. The President of the SGA shall post the proposed amendment in the Belk Center for two weeks, at the end of which time it shall be presented to the SGA for a vote. A two-thirds vote of the SGA members voting is necessary for adoption. If adopted, it is subject to approval of the Faculty and becomes effective with the signature of the President of the College and the approval of the Board of Trustees.

Article X. Ratification

Section 1

This Constitution shall become effective upon ratification by a majority of the

students voting, the Student Affairs Committee of the Faculty, and with the signature of the President of the College and the approval of the Board of Trustees.

Section 2

Upon ratification of this Constitution as proposed on April 12, 2000, the present Constitution of the SGA of St. Andrews Presbyterian College shall be null and void.

Election Board Bylaws and Procedures

- A. The Board of Elections shall announce elections for the offices through public notices.
- B. Five business days after the announcement of elections, nomination forms will be made available in the place or places designated by the Board of Elections. Nominations can be made by one's self or by a group of three people. The nomination forms, which shall be available for five business days, shall require the name, address, box number, and office sought by each candidate. The following eligibility requirement shall be listed on each nomination form:

"To be eligible to run for an office, with the exception of Suite Leader, a candidate must be a full-time student and must have and maintain a 2.5 GPA and not be on social or academic probation."

In the case where permission for an exception must be granted by the Faculty Executive Committee, the candidate is responsible for obtaining the exception through the Office of the Dean of the College and shall attach to the filing form a statement signed by the Dean of the College or an appointed representative stating that such an exception has been granted to the candidate.

- C. The Chairperson of the Board of Elections or his/her representative shall collect daily any nomination forms that have been filed and take them to the Office of the Registrar who will determine which candidates meet the eligibility requirements. As soon as the Registrar's Office has made this verification, the Chairperson or her/his representative can pick up the forms and post in the place or places designated by the Board of Elections.
- D. Elections shall be held on the fifth business day following the close of nominations. In the event that this day conflicts with a College recess, the election shall be held within the next three class days. Voting shall be conducted by secret ballot, with candidates listed in alphabetical order under the office they seek. The Board of Elections shall conduct the election from 8 a.m. to 8 p.m. in the place or places designated by the Board of Elections. In the event it is necessary, the Chairperson of the Elections Board shall appoint, with the President of the SGA's approval, non-candidates to help cover the polls. These people will not count votes and will not act in any other manner as a member of the Board of Elections.
- E. People presenting evidence that they will be absent from campus or unable to vote shall be granted an absentee ballot by the Board of Elections. Absentee requests will be accepted from the close of nominations to 5 PM on the day before the election. All absentee ballots shall be taken to the Faculty advisor of the Board of Elections or another designated Faculty member, who shall keep the absentee ballots until the close of polls on elec-

tion day, at which time they will be delivered to the place where all ballots are counted.

- F. Upon closing of the polls, all remaining ballots shall be destroyed and the ballot boxes transported to a previously designated site, where the Board of Elections shall proceed to count the ballots. Should less than a majority of the members of the Board be present, the advisor to the Board or another designated Faculty member shall impound all ballots until such time as a majority can be assembled. In the event that the advisor to the Board of Elections cannot be present during the vote counting, another designated Faculty member must be present. No other persons shall be admitted. Only members of the Board shall actually count the ballots.
- G. Results of the voting shall be posted as soon as they are completed for all offices in the place or places designated by the Board of Elections. All ballots shall be collected by the advisor to the Board of Elections and held for one month or until all challenges to election results have been completed, after which they shall be destroyed.
- H. Appeals of Elections Board results must be made by 6 PM, two business days after the closing of the polls. The appeal shall be made to the Chairperson of the Student-Faculty Appellate Court, which shall hear and decide the case within one week of the filing of an appeal. The Attorney General of the SGA shall represent the Board of Elections in all such cases. The right to request a recount is automatic for all candidates and must be honored.
- I. Winners of Cabinet Officer elections will be declared by a simple majority. If a simple majority does not exist, one run-off will be held within 5 business days after the general election. The persons who receive the two highest number of votes will be considered the candidates in the run-off election. If the run-off election results in a tie, the incumbent Cabinet shall vote to determine the winner.
- J. Winners of all other elections shall be those candidates who receive the most votes in each race. In elections for seats on boards or committees, winner shall be determined by taking the candidates in descending order of votes until all seats have been filled. In the event that there is a tie between candidates in a race, there shall be one run-off election to be held five business days after the general election. The ballot shall list only the names of those candidates who tied for the high vote. The winner shall be the person who receives the highest number of votes. If the run-off election results in another tie, the incumbent Cabinet shall vote to determine the winner.

APPENDICES

APPENDIX A

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education record within 45

days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education record that the student believes is inaccurate.

Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including health staff); a person, company, or agency with whom the College has contracted to provide services that the College, itself, would otherwise have to provide (such as an attorney, auditor, collection agent, security service or other service provider); a person serving on the St. Andrews Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or where the student is enrolled in or receives services from the other institution. The College will provide grades to parents whose students are financially dependant, defined in Section 152 of the 1986 Internal Revenue Code. The College, without consent of the student, may disclose directory information unless the student has restricted the release of this information. The College designates the following categories of student records information as Directory Information: student's name, status (full or part-time registration) permanent address, degree received, honors and awards received, participation in officially recognized activities, class standing/classification, dates of attendance, weight and height and academic program (degree, major, minor) of athletic team members. Students may remove or set the restriction to release Directory Information at any time during the academ-

ic year, and this will dictate whether or not the student's information is found in the College's electronic directories. The printed directory, however, is published only once each semester. For the printed directory, students must remove or set the restriction to release Directory Information prior to the end of the second week of classes in the each semester. Forms to restrict release of this information are available in the Office of Student Affairs.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Andrews Presbyterian College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

APPENDIX B

STUDENT ATHLETE RIGHTS

All students at St. Andrews have the right to live, study and participate in extracurricular activities in a safe environment in accord with the purposes of the College without fear, without humiliation and without destruction or diminution of self-esteem, integrity and personal character. In accord with the NCAA and in addition to the student rights and responsibilities delineated above, the rights and responsibilities of student athletes are amplified in the following ways:

- In accord with NCAA rules, the Student Athlete has the right to live in a residence hall of his/her choice, with the roommate of his/her choice.
- The Student Athlete has the right to take courses, including possible international travel, that best suit his/her course of study.
- In accord with College policy, the Student Athlete can expect that absences from classes that result from participation in official college events will be considered "excused".
- The Student Athlete has the right to expect quality medical attention, coaching and mentoring.
- The Student Athlete has the right to expect equipment, facilities and officiating that provide for safe and adequate practice and competition conditions.
- In accord with NCAA rules, the Student Athlete has the right to expect that participation on an athletic team will not make demands on his/her time beyond what can be justified as reasonable requirements for the team's success.
- The Student Athlete has the right to be heard for concerns about his/her respective programs either directly with Athletic Administration or through the Student Athlete Advisory Committee.
- The Student Athlete has the responsibility to maintain and develop his/her athletic ability to its maximum level through conscientious practice, preparation and training.
- The Student Athlete has the responsibility to maintain good citizenship and academic standing with the College and the team.
- The Student Athlete has the responsibility to follow team rules and regulations, and make a commitment of time, talent and dedication to team goals.

(Approved by the Faculty Executive Committee in the name of the Faculty, July 10, 2002.)

APPENDIX C

SEXUAL ASSAULT/MISCONDUCT POLICY

St. Andrews values the health and safety of every individual on campus and expects students to treat others with respect and dignity. Any behavior which causes the sexual abuse of another person will not be tolerated, is a violation of the Student Code of Conduct, and may result in sanctions up to a student's dismissal from the College. Disciplinary action on the part of the College does not preclude the possibility of criminal charges against the accused individual. St. Andrews recognizes the critical need for policies and programs that support the victim/survivor and encourages victims/survivors to report sexual assaults to an appropriate College staff member.

Because the College is committed to providing a working and learning environment that is free from all forms of abuse, harassment or coercive conduct, we seek to educate the community in an effort to prevent rape and sexual assault. This policy seeks to protect the rights of all members of the college community to be treated with respect and dignity.

DEFINITION OF SEXUAL ASSAULT/MISCONDUCT

SEXUAL ASSAULT

Sexual assault is defined as sexual contact (touching of a person's intimate parts or penetration of a person's intimate parts) if any of the following circumstances exist.

Force or coercion is used to accomplish the sexual contact without the person's consent.

The victim is mentally incapacitated by being rendered temporarily incapable of appraising or controlling his/her conduct due to the influence of alcohol, drugs or substances to that person with or without their consent.

The victim is physically helpless by being unconscious, asleep or for any other reason is physically unable to communicate unwillingness to act.

The actor knew or should have known that the victim was mentally incapacitated or physically helpless.

NOTE: The use of alcohol or other drugs will not be considered a defense.

SEXUAL MISCONDUCT

Sexual misconduct is defined as the intentional touching of a person's intimate parts or the clothing covering the immediate area of a person's intimate parts without their consent.

NOTE: The use of alcohol or other drugs will not be considered a defense.

Allegations of violations of the above policies will be investigated by the Dean of Students with procedures outlined in *The Saltire*.

A student charged with sexual assault can be prosecuted under North Carolina Criminal Statutes and disciplined under the College judicial process. Even if the criminal justice authorities choose not to prosecute, the alleged assailant may be subject to College judicial action.

PROTOCOL FOLLOWING SEXUAL ASSAULT

When a sexual assault is reported to campus authorities, the welfare of the vic-

tim/survivor is paramount and it is critically important that she or he is not victimized again.

- Reassure the victim/survivor; assess situation; do not leave her/him alone.
- With the consent of the victim/survivor, bring her/him to an office or area away from other students.
- Stress importance of immediate medical care for the victim's/survivor's well being and for the documentation and collection of physical evidence of the assault. Transport can be arranged to a local hospital for medical care and/or the collection of evidence kits.
- Encourage victim/survivor to report incident and/or transport her/him to a medical facility.
- With the consent of the victim/survivor, report the incident to one or more of the following college personnel or designee as appropriate.

Dean of Students

Director of Campus Safety and Security/Campus Safety and Security

Director of Athletics

Director of Counseling Services

Nurse of Health Services

Vice President for Academic Affairs

If necessary, arrange through Office of Student Affairs to modify living arrangements if the victim/survivor and the accused live in close proximity. With the consent of the victim/survivor, the Dean of Students can set up an immediate administrative hearing process. In order to protect the confidentiality of the victim/survivor, all requests for information from concerned students, parents, and press will be referred through the Dean of Students. The College will establish a notification process to protect the safety of other students when it is deemed necessary. The Dean of Students (or designee) will assure that the victim/survivor will be informed about the existence of the following options:

- a. Criminal or civil prosecution
- b. The judicial process of the College
- c. The availability of mediation
- d. Alternative housing arrangements
- e. Academic assistance alternatives
- f. Availability of counseling and support services on and off campus.

Under the Student Right-to-Know and Campus Security Act the College is required to publish statistics on violent crimes that occur on the campus as defined in the Act. Crime statistics pertaining to sexual assault will be compiled by the Dean of Students (or designee) and the Director of Campus Safety and Security and published each year and shall not include the victim's/survivor's name, address, or any other identifying information.

PROCEDURES WHEN THE ALLEGED ASSAILANT IS A ST. ANDREWS STUDENT

If there is sufficient evidence (i.e. probable cause/strong suspicion) to believe that a sexual assault was committed and that the accused individual who attends the College probably committed it, the Dean of Students may immediately interim sus-

pend the alleged assailant from college for a period of up to ten days, pending the outcome of an administrative hearing. An administrative hearing will be established during the 10-day period following the report of the incident to review preliminary evidence and to make recommendations relative to alternative living arrangements for the survivor and arrangements for the alleged assailant, if appropriate.

RIGHTS OF SURVIVORS

1. The right to have any and all sexual assaults against them treated with seriousness, and the right, as a victim/survivor, to be treated with dignity.
2. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence, including a medical examination, as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
3. The right to have a person or persons of her/his choice accompany her/him throughout the judicial hearing which may take an extended period of time.
4. The right to remain present during the entire proceeding.
5. The right as established in State Criminal Codes, not to have his or her irrelevant past sexual history discussed during the hearing.
6. The right to make a "victim impact statement" and to suggest an appropriate penalty if the accused is found in violation of the code.
7. The right to be informed of the outcome of the hearing.

IF YOU ARE SEXUALLY ASSAULTED:

1. Get to a safe place.
2. Call a campus security 5112 or local police 9-911.
3. Get medical attention immediately. The primary purpose of a medical examination following a sexual assault is to check for physical injury, the presence of sexually transmitted diseases or pregnancy as a result of the sexual assault. The secondary purpose of a medical examination is to aid in the police investigation and legal proceedings. So get medical attention within 72 hours of a sexual assault. If more than 72 hours have elapsed since the assault, it is still strongly recommended that you have a medical examination to test for pregnancy, sexually transmitted diseases and/or to treat external or internal injuries.
4. Network into existing Support System - Talk to your RD, Dean of Students, Director of Counseling Services or other College staff person.
5. Don't wash, eat, drink, douche, clean, use the bathroom, or change clothes. You want to preserve any evidence. By doing any of these things you may be washing away evidence. If you do change clothes, be sure to save what you were wearing in a paper bag.
6. Believe in yourself. Your behavior did not cause the rape.
7. Take time to recover.
8. Learn more about acquaintance sexual assault.
9. Strengthen yourself. Take self-defense. Work out. Write in a journal.
10. Believe in yourself!

APPENDIX D

SEXUAL HARASSMENT POLICY AND PROCEDURES

Preamble

The St. Andrews Presbyterian College Statement of Purpose affirms the identity of the College as an institution of the Presbyterian Church. As a consequence, the College has special obligations to foster an environment that is based upon the moral and ethical foundations of the Church. Sexual harassment in any situation is reprehensible. It subverts the mission of the College, and threatens the careers of students, faculty members, and staff.

Statement of Policy

It is the policy of this institution that no member of the academic community may sexually harass another. Unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual Harassment defined by these three conditions may involve behavior such as:

Verbal - sexual innuendo, humor, jokes, offensive written notes, sexual propositions, insults, threats

Nonverbal - leering, whistling, suggestive or insulting sounds and gestures, showing pornographic materials

Physical - touching the body (e.g. brushing, patting, pinching), sexual assault, or threat of sexual assault.

Incidents of sexual harassment may involve any of the following: Men harassing women, women harassing men, women harassing women, or men harassing men. Sexual harassment is especially serious when it threatens the relationship between student and teacher or the relationship between supervisor and subordinates. Through grades, wage increases, recommendations for graduate study, promotion, and the like, a teacher or a supervisor can have a decisive influence on a student's or a staff member's success and future career at the College and beyond. When a person is subjected to unwanted sexual attention, a situation is created that may have devastating implications for individual students and staff, and the academic community as a whole. Through fear of reprisal, a student, staff, or faculty member may submit to unwanted sexual attention at the price of debilitating personal anguish or may withdraw from a course or position and thus be forced to change plans for a life's work. Conversely, a teacher or supervisor may be inhibited from developing a close and professionally appropriate relationship through fear of initiating a misunderstanding as to sexual harassment. In some cases a person against whom a complaint is directed may be unaware that their behavior is inappropriate or coercive, or one person's actions or words may be misinterpreted by another. Unresolved misunderstandings can interfere with the edu-

cational and administrative process even when the action is subject to different interpretations. Unfounded allegations of sexual harassment also are possible. The institution does not countenance sexual harassment or unfounded charges of sexual harassment (slander). The procedures described below are designed to help the institution distinguish one from the other and to protect the rights of both the person making the complaint and the person accused. While sexual harassment most often takes place in a situation of power differential between the persons involved, this policy recognizes also that sexual harassment may occur between persons of the same College status, i.e. student-student; faculty-faculty; staff-staff. Thus, in both obvious and subtle ways, the very possibility of sexual harassment may be deeply destructive to individual students and staff. Academic and career relationships may be poisoned by the subtle and destructive overtones of this problem. For these reasons, the students, staff and faculty of St. Andrews believe that a firm stand against sexual harassment and the establishing of procedures specifically designed to resolve complaints of sexual harassment are critically important for this institution. Procedures a person wishing to make a complaint may choose to contact one of two Sexual Grievance Advisors whose identity and location shall be widely publicized. One Advisor shall be male and one female. The Grievance Advisor will attempt to resolve the complaint informally. The emphasis at this point is upon maintaining confidences and upon settling the complaint privately to the satisfaction of all parties. As a second step, or as an alternative, a person may take a complaint or charge against a faculty member to the Dean of the College. A person wishing to bring a complaint or charge against a student may contact the Dean of Students. A person wishing to bring a complaint or a charge against a non-faculty employee may contact the Vice President for Finance. This officer of the college shall consider complaints or charges in order to determine whether "just cause" is present to pursue job or disciplinary action and may assemble a hearing body for this purpose. If such action is warranted, existing due process mechanisms for faculty/staff/students discipline or dismissal shall be utilized. Due process procedures for formal complaints or charges against students are described within this handbook. If a student is charged with violation of sexual harassment policy, the Dean of Students may appoint a special hearing body to hear and adjudicate the case. Due process procedures for formal complaints or charges against members of the faculty are described in the Faculty Handbook, and due process procedures for complaints or charges against non-faculty employees are in the Staff Manual.

Management of the Sexual Harassment Policy

1. Coordination

Sexual harassment cases requiring counseling can occur across more than one administrative line of responsibility. The appointment of a long term Grievance Coordinator with sufficient reduction of other responsibilities insures that continuity and "institutional" memory are maintained in resolving sexual harassment complaints. The obligations of this position would include: obtaining annually, sealed written reports of all cases from the current Grievance Advisors, securing

the reports; noting any patterns of misconduct and advising the appropriate administrator thereof; keeping ongoing statistics and reporting them annually to the President, the Dean of the College, the Dean of Students, the Chief Financial Officer and to the Faculty; training new Grievance Advisor-appointees; and generally insuring that policies, procedures and the educational program do not fall between the cracks and that the system works (Alexander, Holmes, Melton memo of April 12, 1990.)

In addition, two Grievance Advisors who represent differences in style, gender and background should be appointed periodically by the President with the advice of the College Council.

Faculty and staff appointees should have demonstrated that they are able to maintain confidentiality, are willing to become knowledgeable in laws, policies and procedures concerning sexual harassment, are experienced in counseling or advising, and are widely respected in the college community.

Because situations in these areas can occur in all administrative areas, an advisory committee will be created to emphasize the commitment of the College to the avoidance of sexual harassment and to represent and co-ordinate efforts in administrative areas.

The Committee will be composed of the Dean of Students or designee (chair), a representative of the Dean of the College, a representative of the Vice-President for Finance, a representative of student government, and a representative of the Staff Advisory Committee; the Director of Counseling and Health and Wellness Services, and will meet at least once a year.

2. Funding

Specific funds are needed for training the Grievance Coordinator and the Grievance Advisors, and for educational materials for annual informative sessions for students, the faculty and staff.

3. Guidelines for the Education of the Members of the St. Andrews Community

The following procedures have been based on recommendations from the Alexander, Holmes, Melton memo of April 12, 1990 that:

- a) The Dean of Students work with CORE teams for the educational component on sexual harassment for students, including materials and a brief session for freshmen during Orientation, training RD's and RAs in the procedural process, and insuring that the brochure and policy statement are available on residence hall bulletin boards and the Belk Center each year. A poster should be developed naming the current two Advisors for display in public areas.
- b) Advisory Committee determine how to communicate the policies and procedure annually to all categories of the College staff, (and to insure that the brochure is made available to all staff), how new employees may be oriented about sexual harassment, and see that the current policy appears in the Staff Manual.
- c) A brief segment during Faculty Prep week continues to be set aside for a refresher on sexual harassment, a statistical report on cases resolved by the Grievance Advisors, and dissemination of the sexual harassment brochure with the names of the current Grievance Advisors included (and the policy

for those who have not kept a copy).

- d) Administrators and faculty to be educated to use the system should a sexual harassment victim approach them initially, rather than attempting to resolve the problem unilaterally. Since professional experience is vital in counseling extreme cases of sexual assault, the procedures for such situations developed by the Dean of Students, shall be included in educational session.

APPENDIX E

GRIEVANCE PROCEDURE FOR STUDENTS WITH DISABILITIES

Students with disabilities are responsible for contacting the Office of Disability Services in LA-A5 if reasonable accommodations are not implemented in an effective or timely way. The Office of Disability Services works with faculty, staff and students with disabilities to resolve disagreements regarding recommended accommodations. Students with disabilities who believe they have been discriminated against on the basis of their disability may file a grievance with the Office of the Vice President for Administration and Finance.

Grievance Procedure Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) was enacted to protect individuals with disabilities against the problem of discrimination in such critical areas as employment, housing, public accommodations, education, transportation, communication, health services, and access to public services.

The purpose of the act is to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities, to bring persons with disabilities into the economic and social mainstream, and to provide enforceable standards addressing discrimination against individuals with disabilities.

The Vice President for Administration and Finance is responsible for coordinating St. Andrews' efforts to comply with the ADA and Section 504 of the Rehabilitation Act of 1973.

Procedure for Filing a Discrimination Complaint Based on Disability

The ADA also requires St. Andrews to adopt and publish grievance procedures. An individual who believes she or he has been discriminated against on the basis of disability can file a complaint with The Office of the Vice President for Administration and Finance. An individual, whether disabled or not, may file a charge if the person believes that she or he has been discriminated against based on an association with a person with a known disability.

To file a complaint alleging discrimination, notify either the Director of the Office of Disability Services or the Vice President for Administration and Finance in-person or in writing, and provide the following information:

- the issue involved in the alleged discriminatory act;
- of the complaining party's alleged disability;
- the date of the alleged discriminatory act(s);
- details of what allegedly occurred; and
- identification of witnesses who have knowledge of the alleged discrimination

After receiving a complaint, the Vice President for Administration and Finance will convene a committee that includes three members of the Disability

Committee and up to three other people who may have connections to and/or information in regards to the complaint.

If the committee determines that law and/or St. Andrews' policy was violated, a remedy to the problem will be offered. If it is determined that there was no violation, the complainant will be informed, and other options for possible resolution of the complaint will be explained.

Differences and disputes may arise between St. Andrews and individuals with disabilities as a result of misunderstandings. The Office of the Vice President for Administration and Finance will attempt to resolve such disputes effectively through informal negotiation or mediation procedures.

Further information about the rights of students with disabilities may be obtained through: Office of Civil Rights U.S. Department of Education 1100 Pennsylvania Avenue, N.W. Room 316 P.O. Box 14620 Washington, DC 20044-4020 (202) 208-2545 E-mail: OCR_DC@ed.gov

APPENDIX F

ST. ANDREWS COMPUTER AND NETWORK POLICIES SUMMARY

The college's computer network exists to support and advance the mission of the college, as expressed in its Statement of Purpose. The SAPC computer network consists of a campus-wide, fiber-optic-based backbone, local area networks, and many shared computers as well as personal desktop computers. Computer Services offers and maintains access to electronic information resources and technology, and also provides network, equipment and user support services. Priorities The computer network is a shared resource for the use of faculty, staff and students. To ensure access and service for all users, network priorities have been established: • Highest: To support the educational, research and administrative purposes of the college; • Medium: To support other uses indirectly related to the college's purposes with educational or research benefits, including personal communications; • Lowest: Recreation and entertainment. Privacy The College respects the privacy of all members of this academic community. The expectation of privacy extends to all forms of communication and is consistent with state and federal laws. Normally a user may assume that material in files on his/her PC, e-mail account, and network (U:/) drive will be considered intellectual property and thus protected from tampering, inspection and break-in. Users are the owners of the material in the files they create. The accounts, equipment and network are the property of the college. A user's right to privacy is superceded by the college's need to maintain network integrity and protect the rights of all users. If compelling reason exists, user files may be examined with prior permission of the President or Vice President for Academic Affairs in the presence of the Director of Computer Services. In such cases, the user will be notified of this action, but not sooner than at the time that the user's file(s) are accessed for examination. In order to protect privacy, all account holders are prohibited from: • Gaining or attempting to gain unauthorized access to information that is private or protected; • Attempting to identify passwords or codes, interrupting or attempting to interrupt security programs; • Monitoring or tampering with another person's e-mail; • Reading, copying, changing or deleting another person's work; • Using another person's user

ID/password, or allowing others to use yours; • Attempting to gain system or network privileges to which one is not entitled. Respectful Exchange Computer systems and networks allow for a free exchange of ideas and information. This exchange serves to enhance learning, teaching, critical thinking and research. While the constitutional right of free speech applies to communication in all forms, we encourage civil and respectful discourse. St. Andrews' policy and local, state and federal law do prohibit some forms of communication, to include:

- Obscenity;
- Defamation;
- Advocacy directed to incite or produce lawless action;
- Threats of violence;
- Disruption of the academic environment;
- Harassment based on sex, race, disability, or other protected status;
- Anonymous or repeated messages designed to annoy, abuse or torment.

Responsible Use

Account holders must refrain from actions that interfere with the ability of the network to achieve its purpose, such as:

- Using computer or network services for commercial purposes or for profit;
- Sending excessive e-mail locally or over the network such as chain letters, advertisements or solicitations;
- Installing or running a program that will damage or place undue burden on the system;
- Disrupting normal operations of computers or the network;
- Violating copyrights, patent protections or license agreements;
- Operating outside applicable state and federal laws;
- Installing software on the network without prior permission of Computer Services;
- Using personal firewalls that block or otherwise limit access by the college to any portion of its own network or its own equipment.

Data Backup

The college cannot guarantee against loss of data, although reasonable effort is made to provide data protection and assist in data recovery. For this reason, users are encouraged to back up their data using alternate media.

E-mail

The college e-mail system is the approved means of electronic communication on campus. Members of the college community are expected to access the information in this system regularly.

Compliance

Failure to comply with Computer and Network Policies, or behaviors deemed contrary to reasonable use, may result in loss of computer privileges and/or other appropriate sanction (in conformity with disciplinary/appeal processes outlined in faculty, staff and student handbooks).

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

St. Andrews Presbyterian College Community Honor Code

I promise to be a contributing member of the St. Andrews Presbyterian College community and supportive of its mission:

- To be RESPONSIBLE for my choices of behavior,
- To be HONEST in all my academic endeavors,
- To be RESPECTFUL of the property and person of others,
- And to LIVE IN HARMONY with the social and natural environments which sustain this community.